



## Township of Lakewood Employment Opportunity

### Assessing Clerk

The Township of Lakewood is seeking a full-time Assessing Clerk for its Tax Assessor's Department.

Description: Under direction, independently conducts physical inspections of properties and buildings in the field; gathers and compiles information to be of use to the assessors; does related work as required.

This position requires that the applicant have strong math and computer skills as well as the ability to use a tape measure accurately and record data. Applicants must be proficient with Microsoft Office with emphasis on Word and Excel. Experience with the VITAL tax assessment system is a plus.

Work for this position is primarily out in the field. However, it does include varied administrative, clerical and support duties such as; typing, filing, tracking of incoming and outgoing items. Applicant must be highly motivated, detail oriented and must possess excellent written and oral communication. Applicants must have strong interpersonal skills and be very comfortable with the public in a busy office atmosphere.

Physical Demands & Working Environment: Work is performed in both an indoor and outdoor environment. May be required to traverse uneven terrain. May be exposed to extreme weather conditions. Incumbent must have the mobility to visit job sites on a regular basis. Visits to job sites include exposure to dust, extreme hot and cold temperatures, noise and inclement weather in a construction zone environment with occasional exposure to hazardous work conditions. Physical demands consist of frequent standing, climbing, crawling, walking, lifting, bending, or stooping. Incumbent must be able to see and hear in the normal range with or without correction, and communicate both verbally and in written form with great facility and be understood.

Requirement: Valid NJ Driver's License

Salary Range: \$32,171.88 to \$50,852.77

Benefits: Full health benefits including dental, vacation, sick time, yearly holidays and pension plan.

To apply: Please mail or email cover letter and resume with "Assessing Clerk" in the subject line to the attention of :

Director of Human Resources  
Township of Lakewood  
231 Third Street  
Lakewood, New Jersey 08701  
[hr@lakewoodnj.gov](mailto:hr@lakewoodnj.gov)

Posted: February 24, 2020

The Township of Lakewood is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity and sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.