

Job Posting:

The Town of South Bristol is seeking to fill the position of part-time Assessor Clerk. The position begins January 2021 and is eight hours per week, with some flexibility on which day of the week. Candidate must have a friendly and professional demeanor, effective communication with the public and coworkers, proficient use of Word, Excel and email, strong attention to detail, organizational skills, and demonstrate willingness to learn the real property database used regularly in the assessment process. Responsibilities will include, but are not limited to, telephone, email, filing, customer service, data entry, exemption processing and several planned organizational projects. Training will be provided on the real property database and the assessment administration functions. Please submit letter of interest and resume no later than December 1, 2020 to assessor@southbristolny.org or mail to:

Valary Muscarella, Assessor
Town of South Bristol
6500 Gannett Hill Rd W
Naples, NY 14512