

SUNDERLAND SELECTBOARD

TOWN OF SUNDERLAND

Town Offices: 12 School Street • Sunderland, MA 01375

PHONE: 413- 665-1441 x1 • FAX: 413-665-1446

email: selectmen@townofsunderland.us



POSITION OPENING: TOWN OF SUNDERLAND ASSESSOR'S ADMINISTRATIVE ASSISTANT

The Town of Sunderland is seeking applications for a part-time, non-benefited Administrative Assistant to the Board of Assessors, up to 14 hrs/wk. The Assistant manages routine office operations, prepares reports, maintains electronic data records for deeds, maps, exemptions, abatements, excise taxes, and works with contracted vendors, the state, and other related entities re: annual tax rate. Candidate must be detail oriented, self-starter and conduct themselves in a professional manner. Assessing experience desired; must possess or be willing to obtain MAAO/DLS Course 101. Familiarity with Patriot Properties Real Property software desirable as well as proficiency with word processing, database, and spreadsheet software. Employment Application and Job Description available at <https://www.townofsunderland.us/home/pages/job-opportunities>. Send application and resume with cover letter to Town Administrator, Town of Sunderland, 12 School Street, Sunderland 01375, or email to townadmin@townofsunderland.us. Position open until filled.
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