

## **Town of Becket**

### **Assessors Clerk**

The Town of Becket is seeking qualified applicants for the full-time, (40 hours wk.) benefited position of Assessors Clerk. Position: works under the supervision of the Town Administrator. Individual performs varied technical, clerical and administrative work in support of the assessing and appraisal activities of the department. Must have the ability to deal with the public in a courteous & tactful manner. Must have a working knowledge of modern office practices. Computer literacy, working knowledge of Microsoft Office and familiarity with spreadsheets and databases required. Minimum qualifications: high school diploma or equivalent with an Associates Degree preferred, 3 to 5 years' experience in an office setting required with experience in an assessing office and with CAMA system a plus. Pay: \$15.57 to \$17.99 per hr. depending on experience. Benefits include: health, vacation, sick/personal time and retirement. Full job description is available on the Town of Becket Website [www.townofbecket.org](http://www.townofbecket.org). Send resume along with cover letter to: Edward Gibson, Town Administrator, Town of Becket, 557 Main Street, Becket, MA 01223. The Town of Becket is an EOE.