

JOB ANNOUNCEMENT

The City of Norwich announces a closed promotional and an open examination to establish an eligibility list for the following classification:

52819 - ASSESSMENT TECHNICIAN CLERK

Assessor's Office

Open Until: April 20, 2022 at 04:30 PM EST

Rate of Pay: \$43,560.06 - \$47,347.92



General Description

This is responsible clerical work involving the assessment of municipal revenues. Work involves responsibility for satisfying inquiries of taxpayers and other interested parties on assessment related matters, for maintaining records on a current basis and for determining values for real property, personal property and motor vehicles. Duties include reading and interpreting deeds, responding to customer inquiries and responding in a responsible manner. This position also has the responsibility for making routine assessment decisions. The work requires that the employee have good knowledge, skill and ability in standard clerical function, assessment practices and principles, data entry and public contact.

Qualifications

A high school diploma plus one year of recent technical experience in an Assessor's Office or revaluation company including public contact. Recent is defined as within the last five (5) years. An equivalent combination of education and experience which would provide a demonstrated ability to perform the duties of the position may be considered.

Important Information

In order to be considered, applicants must demonstrate on their application they meet the minimum qualifications as stated in the job announcement.

You must reside within the State of Connecticut, 60 miles from Norwich within one year of appointment.

The complete job description is available online.

Examination will consist of 100% written OR 100% oral OR 100% experience and training.

To apply visit our website at www.norwichct.org/hr.
For questions or additional information, call (860) 823-3836.
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

3/30/2022 *Bhm*