

**City of Auburn
Assessing Assistant**

The City of Auburn is seeking a full-time Assessing Assistant to perform a variety of administrative and technical work in support of the assessing functions. Duties will include responding to citizen inquiries, scheduling appointments, maintaining property record cards, data entry, property deed research, field work including property inspections, following up on building permits, coordinating the personal property tax program including business visitations, and other work as desired. Successful candidate must have excellent customer service skills, computer skills including Microsoft Office, and excellent communication skills. The preferred candidate will also have experience in appraisal software packages. Successful candidate must be flexible, highly motivated and organized and enjoy working in a fast paced environment and be willing to become a Maine Certified Assessor.

Starting salary is \$29,000 depending on experience and qualifications. The City provides a competitive benefits package. Send cover letter, resume, and at least three references to: Deborah Grimmig, Human Resources Director, 60 Court Street, Auburn, ME 04210, Tel. 207-333-6601 ext 1414 or 1416, Fax # 207-333-6621, e-mail dgrimmig@auburnmaine.gov . Deadline for submission of application is Friday March 20, 2015.

The City of Auburn is an Equal Opportunity Employer