



# THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807  
908/725-6300 / FAX # 908/725-3365

## JOB OPENING

**Title of Position**      **TAX ASSESSOR CLERK (Part Time)**

**Reports to**              Tax Assessor, Assistant Tax Assessor

**Responsibilities**      Under the direction of the Tax Assessor, the incumbent will perform the following:

- Management and distribution of department mail
- Receiving, directing written communication as well phone calls
- All clerical work necessary to run the Tax Assessor's Office
- Perform technical work including updating and changing property records
- Provide technical assistance to the residents of the Township
- Will interface with taxpayers, business and real estate representatives in regards to tax assessment and inquiries
- Provide assistance to co-workers/other departments.
- Preparation of any and all correspondence for the office
- Any other duties as deemed necessary by the Assistance Tax Assessor, the Tax Assessor, CFO or Administrator

### **Qualifications**

Must have excellent interoffice skills and be able to handle inquiries from the public as well as other Municipal Employees with courtesy and tact. Must have excellent command of the English language, grammar and spelling; familiarity with current office technologies with a high degree of computer literacy with an emphasis in word, excel, e-mail, scheduling and telephone etiquette. Candidates must have a High School diploma or equivalent; possess excellent organizational, computer and communication skills.

**Work Day/Week**      Monday to Friday – As needed

**Work Hours**            19 hours per week or as needed

**Union/Grade**          N/A

**Salary**                  \$12.00 per hour

Interested and qualified candidates should contact Human Resources at (908) 725-6300, Ext. 5040 or email at [personnel@bridgewaternj.gov](mailto:personnel@bridgewaternj.gov).

**POST**                    4/13/2015

**REMOVE**            4/20/15 or until filled