

**TOWN OF POMFRET SEEKS QUALIFIED CANDIDATES FOR
PART-TIME – ASSESSOR CLERK**

Position Summary: Assist the Assessor in all day to day aspects of office. Assist citizens as needed.

Supervision: Reports directly to the Assessor

Description of Duties: Responsibilities include attending to public, answering phones, opening mail, and other duties as needed to keep the Office running efficiently.

Knowledge, Skills, and Abilities: Must possess strong social skills with the ability to work well with the public; possess the ability to multi-task; possess computer and mathematical skills; be responsible, dependable, and well organized. Must have the ability to work independently.

Qualifications: Associates degree desirable.

Position approximately 15 – 20 hours per week, Mon. – Wed. \$12.00 - \$16.00 hourly/dependent upon experience. Submit application to: Selectmen's Office, 5 Haven Road, Pomfret Center, CT 06259 by April 26, 2018. EEO/AA