



CITY OF WOONSOCKET, RHODE ISLAND

PERSONNEL DIVISION

EMPLOYMENT ADVERTISEMENT

PART-TIME CITY TAX ASSESSOR

The Part-Time City Tax Assessor is a non-union, non-classified position that serves as a key member of the City's leadership team. Answering the Finance Director, the person in this position requires specialized technical knowledge, strong analysis skills, excellent organizational skills, and the ability to effectively work with City taxpayers. Specifically, this position is responsible for the valuation and assessment of all taxable real estate and personal property as it relates to fixed asset valuation as prescribed by state law or local ordinance; the preparation of an assessment and tax roll; and the planning and conducting of a periodic assessment revaluation as required by state law. This is a highly specialized position that requires a thorough knowledge and relevant work experience assessing large and small residential and commercial properties, as well as all relevant local and state statutes. Candidates with varying degrees of experience, knowledge, education and a successful track record of achievement in appraisal and assessment will be considered.

Application deadline: Saturday, January 29, 2022

Salary Range: To Be Determined

Hours/Week: Up to 20 Hours Per Week

Classification: Non-Union/Non-Classified

To Apply: Paid health insurance, available. For more information on this position including a full position description and application visit the "Employment" section on the City of Woonsocket website via the following URL:

<https://www.woonsocketri.org/personnel-department/pages/employment-opportunities>

Please forward your completed application and resume to Nikki Aphonphanh, Personnel Division, City of Woonsocket, 169 Main Street, Woonsocket, RI 02895. You may send your information electronically to nlengsavath@woonsocketri.org.

About Woonsocket: A City that upholds forward thinking principles for both employees and residents. Located in Rhode Island's Blackstone Valley, the City of Woonsocket is a vibrant, urban community and is surrounded by the growing suburban communities of Lincoln, Cumberland and North Smithfield, and boasts a positive business climate where City officials and the business community work together to build a strong economy. Woonsocket is centrally located in the Boston/Worcester/Providence triangle, and home to CVS Corporation, a Fortune 500 company.

An Equal Opportunity Employer