

**CONNECTING SOLUTIONS**

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Job Opening:

**Assessing Aide**

**Department:** Tax Assessor

**Division:** Tax Assessor

**Exempt/Non-Exempt :** Non-Exempt

**Union/Management :** Union

**Workweek:** Monday – Friday, 35.0 hours per week.

**Salary:** \$40,000 - \$55,000 Based on qualifications and experience.

Willingboro Township is looking for a qualified, dynamic, and experienced Assessing Aide / Property Inspector for the office of Tax Assessor. This ideal candidate will perform a variety of duties relating to the assessment and appraisal of property for taxation purposes. This person will also collect extensive data such as taking physical measures of all the buildings on the property, interviewing owners to gather information, creating reports, and performing routine clerical work.

**Job Duties May Include, but not limited to:**

- ❖ Conducts physical inspections of buildings and properties in the field.
- ❖ Interviews owners to gather property information such as date of building, type of construction work, existing permits, etc.
- ❖ Creates reports of each property visit.
- ❖ Records permit for the renovations and construction of buildings.
- ❖ Research information related to the property for any subject to inspections.
- ❖ At times answer phones and/or manage office
- ❖ Directly assist the tax assessor and/or assistant in all duties as needed.

Familiarity with functions of Tax Assessor's office preferred. Familiarity with Microsystems and Spatial Data Logic a plus. Strong customer service skills and knowledge of Microsoft Office required. Valid driver's license required. Salary range DOQ. Send resume and cover letter to: The Tax Assessor, 1 Rev. Dr. Martin Luther King Blvd., Willingboro, NJ 08046, or [twptaxassessor@willingboronj.gov](mailto:twptaxassessor@willingboronj.gov). The application deadline is January 5, 2024. Willingboro Township reserves the right to review applications and conduct interviews as they are received. EOE.

**Willingboro Township Municipal Complex**

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