

The Assessment Department is looking to fill a position for an additional Assessment Department Assistant to provide high level assistance to the Assessor. This is a full-time position, Monday – Friday, 8:00 a.m. – 4:00 p.m. Salary will commensurate with qualifications and experience.

Candidates must be a high school graduate (or equivalent), have strong computer skills, and be proficient in MS Windows and Microsoft Office. Strong organizational, communication, and people skills are essential.

Duties include analyzing and processing deeds and building permits, maintaining and updating property owner exemptions, updating computerized real property records, interacting with property owners as necessary, and otherwise assisting the Assessor with departmental activities.

Interested candidates should send or e-mail a letter of interest and resume to Julie Irick, Sole Assessor, Brunswick Town Office, 336 Town Office Road, Troy, N.Y. 12180 (e-mail - JIrick@townofbrunswick.org).