

Township of Parsippany-Troy Hills

Open Position Announcement

Assessing Aide

Department: Tax Assessor's Office

Workweek: Monday through Friday, 9:00 AM – 5:00 PM. Schedule is subject to change based on departmental and Township needs.

Wage: Per ordinance, Salary Range \$27,550 - \$70,000 White Collar, Non-Exempt

Definition: Under the direction of the Tax Assessor, the Assessing Aide performs inspections of residential properties for the purpose of establishing tax assessments of additions and new construction.

Note: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

Skills/Duties: Understand verbal and written instructions, being able to use proper English and spelling. Must have knowledge of tax assessment office. Be familiar with State forms regarding veteran, senior citizen and disabled persons deductions. Take physical measurements of residential properties.

Knowledge/Abilities: Have working knowledge of tax assessments, Director's Ratio, SR1A forms, field books, residential property record cards, zoning, building permits, mandatory development fees. Have knowledge of establishing market valuations of residential properties. Able to perform tasks of a mathematical nature, computer skills preferred. Able to communicate specific information concerning tax assessments to taxpayers and others in a courteous manner.

Experience/Education: One year of experience in field investigation or measuring properties is preferred. High school graduate or GED equivalent.

Licenses Required: Must possess a valid New Jersey issued driver's license.

The following licenses are a plus:

- N.J. Tax Assessor Certificate (CTA)
- N.J. Real Estate Salesperson License
- State License Real Estate Appraiser Certificate (SLREA)

To Apply: Please e-mail cover letter, resume, and copies of relevant licenses to Khaled Madin, Business Administrator at jobs@parsippany.net and copy Daniel S. Cassese at dcassese@parsippany.net.

Closing Date: Open until filled. EOE. Excellent benefits package provided.