

Town of Thomaston

Part-time Assessing & Code Enforcement Administrative Assistant

The Town of Thomaston seeks a part-time (20 hours per week) Assessing and Code Enforcement Office Administrative Assistant. This is an administrative, clerical, and technical position encompassing varied clerical duties and tasks. Work involves answering many calls and inquiries, maintaining the department filing system, and preparing various correspondence and research projects. Work is performed under the general supervision of the Assessor and Code Enforcement Officer.

Duties include assisting the public in-person and on the telephone and responds to personal inquiries providing necessary information; answers routine questions regarding Town land use ordinances and application procedures; tracks all property transfers on cards, data entry, recording and filing cards, deeds and transfer forms; assists realtors, appraisers, mortgage holders and taxpayers with property location, identity, taxes, land use, zoning, etc; prepares agendas, public hearing notices, packets, and other necessary paperwork for Planning Board and Zoning Board of Appeals meetings and takes minutes of the meetings as needed; assists customers in completing permit applications; answers questions regarding code, building and plumbing permits, occasionally computing fees.

The successful candidate must possess the following:

- Highschool graduate or equivalent
- At least one year of office experience required; with assessing and code enforcement environments preferred.
- Strong proficiency in Microsoft Office programs, experience using TRIO software preferred.
- Successfully complete a background check.

Please view the entire job description for other requirements the successful candidate must possess. Job description and application are available at:

<https://thomastonmaine.gov/employmentopportunities>

For consideration, candidates should submit a cover letter, resume and application to the following: Email: kgeorge@thomastonmaine.gov or by mail: Thomaston Town Office, 13 Valley Street, Thomaston, ME 04861. The position remains open until filled.

The Town of Thomaston is an Equal Opportunity Employer.