

TOWN OF WELLS
NOTICE OF JOB OPENING
ASSISTANT TO THE ASSESSOR

The Town of Wells is currently accepting applications for an Assistant to the Assessor. Applicants need not be a Wells, VT resident. Letters of interest and resumes can be mailed to PO Box 585, Wells, VT 05774 or hand delivered to 1064 VT Route 30, Wells, VT 05774. We will be accepting applications until June 26, 2018. Please contact the Town Clerk's office at 802-645-0486 for further information and details.

Hours variable depending on workload, this is a part-time position up to 10 hours a week.

Some of the duties will include: provide administrative services such as providing information, answering basic taxpayer questions, completing ongoing downloads from the State, basic data entry of transfers, etc.