** Office of**

 **SELECTMEN**

 **148 Peck Street Tel.: (508) 252-3758**

**Rehoboth, MA 02769 Fax: (508) 252-5342**

**“In House Job Posting”**

**Town Offices**

**Assessor’s Office**

**Administrative Aide**

**Position:** Administrative Aide

**Hours:** Full-time 36 hour per week Clerical Union Position with benefits

**Pay Rate:** According to AFSCME Union Contract

The Town of Rehoboth is seeking applicants for a full-time Administrative Aide to support the

Assessor’s Office. The qualified individual will handle the administrative functions of the Assessor’s Office and a variety of administrative and clerical functions in conjunction with the Assessor’s Office and the Administrative Assessor.

**Required qualifications:**

* High school graduate or GED.
* Two years of office experience or completion of a business education above high school level, or any equivalent combination of education and experience.
* Strong oral and written communication skills including the ability to explain state and local regulations effectively to the public.
* Excellent organizational and time management skills.
* Strong computer skills including working knowledge of typical office software. Knowledge of MUNIS and VISION software is a plus, but not required.
* Ability to perform work with attention to detail and a high level of accuracy.
* Knowledge of relevant town and state ordinances, regulations, policies and procedures.
* Excellent customer service skills including the ability to handle inquiries and/or complaints tactfully and effectively.

Please forward resume and cover letter along with employment application to: Deborah Arruda, Interim Town Administrator, 148 Peck Street, Rehoboth, MA 02769 or by email to darruda@rehobothma.gov. Applications will be accepted until November 1, 2021 by 4 PM or until the position is filled.

Employment application may be found on the Town of Rehoboth website at [www.town.rehoboth.ma.us](http://www.town.rehoboth.ma.us).

Affirmative Action/Equal Opportunity Employer

**Posted:** October 15, 2021

**Post at:**

Town Offices and website

Highway Department

Senior Center

Police Department

Fire Department