

Job Title: Town Hall Administrative Assistant; Hours: 9:00 AM - 4:00 PM, M-F (30 hrs/wk)

Application Deadline: Open until 5.22.26

General Statement of Duties:

Assistant in the Town Hall, Assessment and Collections Department- Provides administrative and clerical support for assessment & tax operations, including records management, data entry, and public assistance. Ensures accuracy, confidentiality, and timely processing of assessment & tax information while delivering responsive customer service. Requires a versatile professional who understands the bridge between determining property value and the subsequent billing and collection process.

Supervision Received:

Works under the direct supervision of the Assessor, Tax Collector & Selectmen's office.

Essential Duties and Responsibilities:

- Serves as the primary point of contact for the public; greets visitors, receives payments, answers phones and emails, and provides assistance in a professional and courteous manner.
- Responds to inquiries related to tax bills, motor vehicle, business personal property, and real estate assessments.
- Receives, processes and deposits tax payments. Balances monthly reports and monitors delinquent accounts.
- Assists in the maintenance and preparation of motor vehicle and personal property Grand Lists, including processing motor vehicle adjustments.
- Prepares correspondence and maintains accurate office records for public access, performs other related duties as assigned.

Qualifications and Experience:

- High school diploma or equivalent required; 2-3 years of administrative or clerical experience, preference given to experience in a municipal Office. Valid Driver's license.
- Familiarity with collection, property assessment and Grand List procedures is highly desirable.
- Strong computer literacy, including proficiency with Google Docs, Office and email, along with the ability to learn new programs as needed.
- Must possess strong organizational, communication, and customer service skills with a keen attention to detail. Proven ability to interact effectively and professionally with the public, staff and other agencies. Must be able to handle confidential information with professionalism and work in multiple offices per day.

Please submit cover letter, resume and references to: townhall@salisburyct.us, or mailed to Town Hall, Attn: Selectmen's Office, PO Box 548, Salisbury, CT 06068, must be received no later than May 22, 2026.

The Town of Salisbury is an Equal Opportunity Employer.