

Deputy Assessor

Interested candidates can submit their resume and employment application to the Twp of Edison HR Dept 100 Municipal Blvd. Edison NJ 08817.

Under the direction of the Tax Assessor, supervises and directs the appraisal and assessment of real property; does other related duties as required

Applicant will ensure that all property, real and personal is assessed within the Township of Edison; assist in supervising and coordinating the activities and operations of the Assessor's Office to coordinate activities with other departments, divisions, and outside agencies; to provide highly responsible and complex staff assistance to the Assessor. Applicant will supervise the preparation of lists, tax duplicates and other documents and reports as may be required by law for the Assessor. Applicant will investigate and hear complaints from taxpayers and recommends adjustment or changes. The applicant will assume the responsibilities of the Tax Assessor in his/her absence.

Requirements:

Must have Certified Tax Assessor Certificate

Five (5) years experience with Residential, Commercial and Industrial Assessments. Familiarity with Farmland Assessments and Tax Map revisions.

Must have experience/knowledge of Vital MOD IV & CAMA system

Candidates must have strong organizational skills and be proficient in Microsoft Word, Excel and Outlook.

Ability to give assignments and instruction to other staff members, provide them with advice and assistance when difficult and unusual problems arise and check their work to see that proper procedures are followed, that reasonable standards of workmanship and output are maintained, and that desired objectives are achieved.

Ability to perform difficult and technical work of a varied nature. Ability to read, write, speak, understand and communicate in English sufficiently to perform duties of this position.

Salary DOQ.