

Please Post

23 August, 2021

NOTICE OF VACANCY

TITLE: Field Representative County Board of Taxation

JOB STATUS: Part time 21 hours/week

DEPARTMENT/DIVISION: Board of Taxation

STARTING SALARY: \$23.87 hour

CLOSING DATE FOR APPLICATIONS: September 2, 2021

TENTATIVE START DATE To be determined

REQUIREMENTS:

Experience:

One (1) year of experience in the field of tax assessing, real estate, and/or appraisal of real property.

License:

Appointees will be required to possess a driver's license valid in NJ only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

JOB DUTIES:

Under direction, conducts investigations of real estate for the purpose of developing sales ratio data, abstracts facts from dual transactions, prepares sale ratio information, maintains tax maps and sees that tax duplicates are filed, and prepares statics showing the relation of assessments in the various districts of the county; does other related duties as required.

RETURN COMPLETED APPLICATIONS TO (on Standard County Application Form)

Office of Employee Services
Sussex County Administrative Center
One Spring Street
Newton, NJ 07860

The County of Sussex provides Equal Employment Opportunities to all applicants regardless of race, creed, color, ancestry, sex, age, disability, marital status, national origin, atypical, hereditary, cellular or blood trait, or on the basis of affectional or sexual orientation.