



Assessing Assistant

Are you skilled in processing, interpreting and researching deeds, transferring ownership of property, and updating records? Do you like to work collaboratively with others and interface with the public? If so, the Assessing Assistant position might be for you!

The City of Westbrook is looking for a highly motivated individual to join our team of professionals in serving the needs of our citizens in the Assessing, Planning and Code Enforcement Department. This position also assists in Code Enforcement permitting and processing.

Duties of the Assessing Assistant include providing the public information on a wide range of property tax issues for both real estate and personal property and determining eligibility for Exemptions according to Maine State Statutes. This position would require the selected candidate to possess or acquire the necessary knowledge of property tax law and assessing procedures, as well as coming into the position with well-developed organizational skills, a desire for attention to detail and accuracy, and the ability to work within deadlines.

The ideal candidate will have a high school diploma or equivalent supplemented by advanced training in assessing and/or accounting. Assessing related experience such as reading deeds, understanding nature of real estate, municipal experience, codes & permitting understanding, or equivalent is preferred.

The City offers a competitive pay and benefits package including health insurance, retirement and vacation. Interested applicants should submit a resume and cover letter to Debbie Comeau, HR Generalist, by 4:00 p.m. on Friday, March 26, 2021, to dcomeau@westbrook.me.us.

The job description can be found on the City web site at www.westbrookmaine.com. The position will remain open until filled. Wage range is \$39,000 to \$50,000.