



**City of Meriden
Vacancy Announcement**

Temporary Clerical position for the City of Meriden Assessor's Office

July 13, 2022

The City of Meriden is hiring a Temporary clerical position (up to 19.75 hours per week) to assist with providing general administrative support to the Assessor's Office. This position works under the supervision and the direction of the Assessor and/or her designee.

Examples of duties:

- Become familiar with Patriot Assesspro Quality Data Services Software and GIS software Land Records System.
- Conduct research on ownership of property; verification of meets and bounds property description.
- Review properties for tax exemptions.
- Take inquiries over the telephone and in person regarding City assessment matters. The work requires that the employee have knowledge, skill and ability in the operations and procedures of a public safety office.
- Proficient with Microsoft Office products such as Word and Excel.
- Duties also include mail processing, typing correspondence, preparing reports and record keeping.
- Adapt as needed to a fast-paced environment
- No holidays, vacations or sick time
- Performs related work as required by the Assessor and/or her designee

Salary is \$22.00 per hour. Apply on line at <https://tinyurl.com/meridencareers> and you can e-mail your resumes/applications to humanresources@meridenct.gov. Applications are also available in the Meriden Human Resources Department, City Hall, 142 East Main Street. (M-F, 8:00 am to 5:00pm)

The position will remain open until filled.

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