



**TOWNSHIP OF PLAINSBORO**  
**NOTICE OF VACANCY**

**DATE OF POSTING: February 6, 2018**

**TITLE:** Tax Office Assistant Full-Time  
**SALARY RANGE:** \$40,257 - \$63,051  
**UNION:** Communication Workers of America (CWA)

**DEPARTMENT:** Tax Assessment  
**WORK HOURS:** Mon-Fri 8:30 am – 4:30 pm

**EFFECTIVE:** March 2018

**DUTIES DESCRIPTION:** The Tax Office Assistant (Assessment) works under the supervision of the Tax Assessor and provides support to the Tax office. This includes assisting taxpayers, real estate agents, appraisers, banks, attorneys or other members of the public by responding to inquiries, resolving problems, updating and maintaining the Assessment files. It also includes assisting the Tax Collection office as needed. This position requires the ability to work effectively with the public.

Duties include but are not limited to:

- Providing information and assisting the general public on a daily basis.
- Keeping assessment records current including processing deeds, address changes and GIS lookups.
- Preparing 200 foot certified lists.
- Performing the clerical work associated with veterans deductions and farmland assessment applications, income and expense statements as well as correspondence, forms and reports.
- Processing requisitions and purchases for the department. Reconciling budget accounts.
- Gathering building permit information for the Added Assessment List.
- Providing coverage of the joint Tax Collector/Assessor offices as needed.
- Performing other clerical duties, as required, for either the Tax Assessment or Tax Collection office.

**REQUIREMENTS:**

- High School diploma or equivalent.
- One year clerical experience
- Tax office experience preferred
- Must have ability to communicate and effectively interact with members of the public.
- Must have excellent math and computer skills,
- Must be proficient in creating and using Excel spreadsheets and performing Word mail merges

Submit cover letter, resume and township application to:

Human Resource Office  
Township of Plainsboro  
641 Plainsboro Road  
Plainsboro, NJ 08536

Email: [humanresources@plainsboronj.com](mailto:humanresources@plainsboronj.com)

Or apply online: <https://www.plainsboronj.com/FormCenter/Human-Resources-11/Job-Application-55>

*The Township of Plainsboro is an Equal Opportunity Employer*