

Town of Holliston

Board of Assessors

Administrative Assessor

The Town of Holliston is seeking applicants for the position of Administrative Assessor. The successful applicant must hold a M.A.A. designation in place or be able to complete the courses required within three years. It is required for applicants to have a High School education and five years of job related experience; or any equivalent combination of education and experience. A valid MA driver's license is required. Expertise and aptitude with computers and computer programs such as Microsoft Office and Computer Assisted Mass Appraisal. Experience with general office equipment and electronic measuring devices. This is a 35 hour a week position, pursuant to the Town's Personnel By-laws and based on qualifications, the position is a Grade 400, Step 1 with an hourly rate of \$22.52. Please e-mail your application and resume to Andrea Minihan at minihana@holliston.k12.ma.us by November 30, 2016.

The Town of Holliston is an EOE/AA.