



**TOWN OF MARSHFIELD
HUMAN RESOURCES DEPARTMENT**

870 MORaine STREET
MARSHFIELD, MA 02050
Tel: (781) 834-5582 Fax: (781) 834-5583

Assessor's Office
Administrative Assistant

The Town of Marshfield seeks an Administrative Assistant for the Assessor's Office. Working under the direction of the Principal Assessor/Appraiser, the Administrative Assistant will perform administrative and clerical duties relative to supporting all departmental operations in the assessing department including, but not limited to the following, abatements and exemptions, maintenance of map and property documents, research for Appellate Tax Board and processing and maintenance of assessing data and field work and inspections.

This position is a member of the AFSCME, AFL-CIO, Council 93, Local 1700, Supervisory Unit. The position is classified at Grade 9 and the pay range for the position is \$48,218.38 - \$ 53,192.53 annually.

Applicants should visit the Town of Marshfield website at www.townofmarshfield.org to obtain an employment application. Please forward completed application, cover letter and resume to Town of Marshfield, Human Resources Department, 870 Moraine Street, Marshfield, MA 02050 or email to clacroix@townofmarshfield.org later than November 18, 2016.