

Town of Shelburne
Assessing & Finance Administrative Assistant

The Town of Shelburne seeks a full-time Administrative Assistant to support the Assessing Office and provide customer service for the Finance Department. Responsibilities include maintaining the Grand List, providing support for the Town reappraisal, assisting the public with property tax and utility questions and receiving/processing tax and utility payments.

A complete job description and list of qualifications can be found on the Town's website: <https://www.shelburnevt.org/237/Human-Resources>. Submit letter of interest and resume to: scannizzaro@shelburnevt.org. Resumes accepted until the position is filled.

EOE