

Administrative Assistant – Treasurer’s Office – NR-5

*(Temporary, part-time position (20 hours per week for 5 months) – non-represented)*

Job responsibilities:

Assist with property tax adjustments – only simple, straightforward adjustments

Answer telephone – assist taxpayers

Add comments (file notes) to taxpayer account “Event” screen

Send taxpayer letters

Mail internally-printed property tax statements as required

Assist with simple projects as needed

Filing

Prepare taxpayer payments for processing

Other miscellaneous duties as required

June 28, 2011