

JOB PROFILE

The Town of **Palmyra, Assessor's Office** is now accepting applications for the following position:

POSITION TITLE

Assessor Clerk (Part-time)

BACKGROUND

The Town has approximately 3100 parcels

EXPERIENCE IN

- Windows Word and Excel with the ability to learn new software that pertains to the job, Pictometry, Apex, GAR property record card software and SDG
- Working knowledge of RPSV4 is a plus
- A Notary Public is a plus

HOURS & SALARY

Negotiable based on experience

HOW TO APPLY

Please send letter of interest, including resume, experience, references, salary expectations and [Town Application](#) (also available at the Town Clerks Office) to:

Palmyra Assessor's Office
1180 Canandaigua Road
Palmyra, NY 14522.

Applications will be accepted thru September 22, 2017