



## CITY OF WOONSOCKET, RHODE ISLAND

PERSONNEL DIVISION

EMPLOYMENT ADVERTISEMENT

### PART-TIME CITY TAX ASSESSOR

The City of Woonsocket is conducting a search for a Part-Time City Tax Assessor. Under the Director of the Finance Director, the Part-Time City Tax Assessor will provide guidance and support to the City's Tax Assessor Office. Specifically, assistance in the areas of tax appeals, commercial property tax valuations, payment in lieu of tax (PILOT) agreements, tax stabilization agreements (TSAs), and all other property tax and personal property tax issues of concern to the City of Woonsocket. The person in this position must have at least five [5] years of specialized technical knowledge as attained through prior experience as a Tax Assessor in a large municipality, preferably in the State of Rhode Island. Duties of the position include, but are not limited to, the following: serve as a resource to the City Tax Assessor for PILOT and TSA agreements; assist in the resolution of existing and future property tax appeals; examine all evidence and documentation used in assessing property values in making a legal recommendation; assist with the Board of Assessment Review in the formal appeal process; provide guidance in the maintenance of all property records; assist in the selection of an independent, outside firm for periodic property revaluations; prepare analysis and technical reports for Mayor, Finance Director, Tax Assessor, City Solicitor and the Woonsocket City Council. Must have excellent verbal and written communication skills with all levels of City administration and City residents. The person in this position must be resourceful, able to solve problems, and research using computerized and manual databases. This non-union, non-classified positions is up to sixteen [16] hours per week, salary to be determined based upon prior tax assessing experience. Participation in the City's health care plan will be negotiable.

**Application deadline:** Wednesday, September 14, 2022

**Salary Range:** To Be Determined

**Hours/Week:** Up to Sixteen (16) Hours Per Week

**Classification:** Non-Union/Non-Classified

**To Apply:** Participation in the City's health care plan will be negotiable. For more information on this position including a full position description and application visit the "Employment" section on the City of Woonsocket website via the following URL:

<https://www.woonsocketri.org/personnel-department/pages/employment-opportunities>

Please forward your completed application and resume to Nikki Aphonphanh, Personnel Division, City of Woonsocket, 169 Main Street, Woonsocket, RI 02895. You may send your information electronically to [nlengsavath@woonsocketri.org](mailto:nlengsavath@woonsocketri.org).

**About Woonsocket:** A City that upholds forward thinking principles for both employees and residents. Located in Rhode Island's Blackstone Valley, the City of Woonsocket is a vibrant, urban community and is surrounded by the growing suburban communities of Lincoln, Cumberland and North Smithfield, and boasts a positive business climate where City officials and the business community work together to build a strong economy. Woonsocket is centrally located in the Boston/Worcester/Providence triangle, and home to CVS Corporation, a Fortune 500 company.

**An Equal Opportunity Employer**

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