

THE TOWN OF COVENTRY IS IN SEARCH OF  
A TAX ASSESSMENT CLERK

The Tax Assessment Clerk performs clerical or technical work necessary to prepare the annual documentation of the Town's tax roll.

MINIMUM EDUCATION AND EXPERIENCE

Associates degree or graduation from high school in business or related field and employment for a minimum of three (3) years in a position requiring experience in Tax Assessing laws and operations. Must have knowledge of the RI Secretary of State's Open Meeting Act. Must be proficient in working knowledge of Microsoft Office programs. Proficiency in operation of automated record-keeping systems including the Computer Assisted Mass Appraisal (CAMA) and Tax Administration system in use by the Town.

Must have the ability to interpret, understand and apply rules and regulations; Skill in the use of a computer and other related office equipment; and must have the ability to compose and type correspondence.

This position is responsible for accurate maintenance of assessment records of the Town in accordance with RI state law, regulations, accepted assessing practices, and the policies and procedures established by the Town and the Tax Assessor.

Send Cover Letter and resume to: [HR@coventryri.org](mailto:HR@coventryri.org) OR

*Human Resources*

*Town of Coventry*

*1670 Flat River Road*

*Coventry, RI 02816*

Position is open until filled.

The Town offers an excellent benefits package including health and dental benefits, life insurance, paid holidays, sick and vacation.

Starting Salary: \$48,029.80