TOWN OF STONINGTON
POSITION VACANCY
OFFICE ASSISTANT – ASSESSMENT DEPARTMENT
Full-time, non-exempt union position, 35 hrs/week
Starting Hourly Rate: $26.78/hour w/benefits
Position Range: $26.78 - $31.51/hour

Under the supervision of the Director of Assessment, provides clerical support for the Assessment department. Work involves responsibility for clerical tasks of data entry and update, and the application of basic record keeping principles and practices to the maintenance of records. Coordinates maintenance of record systems, files, maps and indexes in the Department of Assessment and with other Town Departments and Offices. Is the primary point of contact for the front counter and telephones. Receives questions from the public on general office & assessment procedures. Accurately processes miscellaneous office transactions and records their results. Receives fees for transactions and accurately accounts for the same. Schedules appointments for office staff, prepares and mails notices and other informational items to taxpayers. Other duties of a general office nature are performed and usually require operation of standard office machines, including computer hardware and software including standard Microsoft Office software programs and software related to technical assessment and billing systems.

Graduation from high school, including or supplemented by courses in business and computers, plus three years of relevant experience, is required. Relevant experience includes general office work; or any equivalent combination of training plus experience. Proficiency with Microsoft Office is highly desired and preferred as is customer service experience in a business/office setting.

The Town of Stonington conducts a criminal background and drug test as part of the hiring process.

This position is benefits eligible and includes medical, dental & vision, employer HSA contribution, 401(a) and optional 457(b) retirement plans, generous accrued leave time (vacation, sick, personal), 13 paid holidays, employer sponsored life insurance including AD&D, and employee assistance program. The inclusion of this information is in accordance with Connecticut Public Act No. 26-12. Benefits are subject to the terms of the Union Collective Bargaining Agreement.

Please visit www.stonington-ct.gov to review the complete job description.

APPLICATION PROCESS:

A Town of Stonington Employment Application along with a resume and letter of interest MUST be submitted in one the of 3 ways listed below:

MAILED OR HAND DELIVERED to Administrative Services Department, Stonington Town Hall, 152 Elm Street, Stonington, CT 06378

PUT IN THE DROP BOX AT THE TOP OF THE STAIRS AT STONINGTON TOWN HALL

EMAILED to Jobs@stonington-ct.gov – with a PDF attachment and the subject line should read "Office Assistant"

Receipt of all materials must be received no later than 3:30 pm on MONDAY, NOVEMBER 2, 2026.