

**TOWN OF RAYMOND  
ADMINISTRATIVE ASSISTANT TO ASSESSING, PUBLIC WORKS  
AND TOWN MANAGER  
COMMUNICATION DIRECTOR  
(32 hours Full-time)**

**NATURE OF WORK:**

This is responsible administrative work assisting the Town Manager, Public Works Director and the Contract Assessor.

Duties include general office work, data entry, customer service, record keeping and compiling materials. Majority of work is independent and must be able to multitask and function as an autonomous worker.

**EXAMPLES OF WORK: (Illustrative Only)**

- Answer telephone and respond to inquiries providing necessary information
- Assist other Town departments with assessing related questions and provides any necessary information to those departments
- Maintain the assessing database; may include working with the Geographic Information Systems (GIS) data in the development of annual official tax maps
- E911 Addressing of new properties
- Assist Public Works Director with filing and other requests
- Responsible for all correspondence, records and other materials
- Maintain a positive relationship with public and real estate professionals while assisting with the provision of information.
- Performs related work as required, including working with other departments when necessary
- Maintain the Government section of the town website
- Provide general website support and updating, as required
- Compiles material for the monthly newsletter
- Films community videos

**REQUIREMENTS OF WORK:**

- Knowledge of business English, grammatical construction, spelling, punctuation and possession of an excellent vocabulary
- Knowledge of modern office practices, procedures, and equipment
- Ability to keep varied records, to assemble and organize data
- Must be well organized and be able to prioritize workload while quickly moving from one task to another

- This position allows for flexibility in schedule but must be able to work Thursdays to support Contract Assessor's schedule. Individual is required to notify Town Office staff of work schedule and to keep hours that are conducive with maintaining a high level of customer service
- Ability to establish and maintain effective working relationships with the general public, outside agencies, municipal officials, and other Town employees
- Considerable knowledge of the geographic layout of the Town and/or the ability to find such information quickly

**DESIRABLE EXPERIENCE AND TRAINING:**

- Associate Degree with emphasis on administration or business or equivalent combination of experience and training
- Experience in public or customer service
- Ability to deal courteously with the public and to establish and to maintain effective work relationships with other employees and the public
- Ability to read deeds.

Knowledge of building construction methods and architecture, municipal planning and real estate laws, municipal zoning and tax policy, the mechanics of real estate sales and finance is a plus.