

POSITION ANNOUNCEMENT

The Town of Stratham is reopening and accepting applications for the following position:

Assessing Assistant

This is a full-time (40 hours/week) position within the Assessing Office. A successful candidate will have 1-2 years of documented experience in assessing practices and will have the ability to work cooperatively in a small office setting under the supervision of the Town Assessor. Experience with assessing and appraisal software applications is highly desired. Highly developed organizational, filing, and computer skills within a Windows® environment are required. Applicants will be expected to perform varied, routine, and moderately complex tasks of a skilled nature associated with maintaining the assessing records of the Town in a dynamic office environment while employing the latest generally accepted assessing and office practices for municipalities. Measuring/listing/field experience is highly desirable but not required. State certification by the DRA would be a plus. The Town of Stratham offers a very competitive compensation and benefits package with a starting wage range for this position of \$15 to \$18 per hour depending on qualifications and experience.

To apply, please submit a letter with resume and/or an employment application to the Town Administrator, Town of Stratham, 10 Bunker Hill Ave., Stratham, NH 03885 or to strathamta@comcast.net by **December 18, 2009**. Application forms are available at the Stratham Town Offices. The Town of Stratham is an EOE but with preference given to Town residents.