



Position Title:	Assessing Secretary	Department:	Assessing
Reports to:	Deb Carbone, Assessing Manager	Hours:	Full-time (35) hours
Date:	April 6, 2026	Salary:	\$22.29 - \$24.40
Bargaining Unit:	North Reading Administrative Staff	FLSA Status:	Non-exempt

The Town of North Reading is seeking qualified applicants for the position of Assessing Clerk. This position performs a variety of administrative, accounting, and technical functions, oversees the daily operations of the assessing department, provides assistance to the general public. Excellent administrative skills, ability to multi-task, and a great attention to detail is a must. Processing of departments outgoing mail.

Duties and Responsibilities include:

Process forms, statements, letters, receipts, vouchers, departmental reports, purchase requisitions and orders, billing invoices and payment lists

Receive telephone calls and visitors to department. Screen for nature of business and refer to department head when necessary, or answer inquiries based on knowledge of department's operation.

Perform detailed work with numerical data and make arithmetic computations rapidly and accurately. Post financial data to ledgers, account books or other records. Serve as cashier including receipting various payments; prepare, total and balance receipts; prepare cash transmittal/deposit slips.

Act as a custodian of departmental documents and records. Establish and maintain filing systems according to established procedures; search files for information.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: High school diploma or equivalent, supplemented by specialized training in secretarial and/or bookkeeping skills. Valid Massachusetts driver's license.

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS: Working knowledge of computer hardware and software, particularly Microsoft Office. Experience with CAMA and MUNIS a plus but will qualified candidate. Ability to communicate in oral and written form. Ability to maintain accurate records and files. Ability to establish and maintain effective working relationships with other departments, employees, and the general public.

Candidates should apply to Human Resources, jobs2@northreadingma.gov OR to Town Hall, 235 North Street, North Reading, MA 01864

For a full job description, and application please visit the Town of North Reading's Job Opportunities webpage at <https://www.northreadingma.gov/human-resources/pages/job-opportunities>