

Part-Time Real Property Data Collector

The Town of Monroe is accepting applications for a part-time Real Property Data Collector.

Applicants should possess thorough knowledge of office terminology, procedures and equipment; including experience with Excel and Microsoft Word; ability to meet and deal with people in an efficient and tactful manner; ability to read tax maps; assist in making field inspections and gathering inventories of all properties; prepare outline sketches using Apex software; physical condition commensurate with the demands of the position; access to transportation is required to complete field work assignments. Experience in an Assessor's office or Appraisal Firm is a plus.

Applications can be downloaded at www.monroeny.org click on Document Center, then go to Town of Monroe Job Opportunities, or may be obtained at the Town Hall and submitted to April McDonald, Assessor at 1465 Orange Turnpike, Monroe, NY 10950.