



## JOB POSTING Deputy Tax Assessor

Salary: Commensurate with qualifications and experience

Hours: 35 hours per week

Schedule: Monday through Friday, full-time

### Qualifications:

1. Graduation from an accredited college or university, Bachelor's degree\*.  
\*Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year experience.
2. NJ State Tax Assessor's Certificate.
3. Experience in maintaining tax records, inspections, tax appeals, and valuations
4. Valid New Jersey Driver's License.
5. Resident of the Township of Pennsauken.

### Description:

The Township of Pennsauken has announced an employment opportunity for full-time Deputy Tax Assessor. Duties will include the performance of all statutory duties, including but not limited to: maintaining tax assessment records, inspections, tax appeals, and valuations. Mandatory requirements for candidates include: NJ State Tax Assessor's Certificate, knowledge and experience in Microsystems software, expert knowledge in managing tax appeal strategy and process, experience in implementing and managing a revaluation program, utilizing technology and improving workflow process, competent in MS Word and Excel, knowledge of long term tax abatements, PILOTS, and five-year tax exemptions and abatements for the Township of Pennsauken under the direction of the Tax Assessor. The applicant should possess strong communication and problem-solving skills and be able to work both independently and within a group. Interested applicants can download the employment application from the Township of Pennsauken website at <http://www.twp.pennsauken.nj.us/content/online-forms-applications> or may pick-up a copy from the Human Resources Director at the Pennsauken Township Municipal Building. Applications shall include a copy of a resume, New Jersey Tax Assessor certification, and valid NJ Driver's License. All applications are due in a sealed envelope and delivered to the attention of Barbara Corbett, Human Resources Director, Township of Pennsauken, 5605 North Crescent Boulevard, Pennsauken, NJ 08110 no later than 4:00pm on Friday October 30, 2020.

Joseph V. Palumbo, Sr.  
Acting Municipal Administrator