

JOB OPENING

Township of Wyckoff

JOB DISCRIPTION: SECRETARY, TAX ASSESSOR'S OFFICE

OFFICE: Tax assessment

Full-time: Monday-Friday, 8:30am-4:30pm

Salary \$35,000 with benefits.

JOB SUMMARY:

The Township of Wyckoff is seeking a motivated self-starter with the ability to multi-task; accurately enter deed changes and updating property record cards in computer, and other similar critical tasks. Willingness to learn municipal assessment practice. Must be telephone proficient and customer friendly. Possess organizational and follow-through skills, high level of proficiency with Word and Excel.

If interested, please submit cover letter and current resume to:

Matthew A. Cavallo
Township Administrator
Wyckoff Town Hall
Wyckoff, New Jersey 07481
Email to wyckoffwebteam@wyckoff-nj.com