



Town of Saugus

Human Resources
298 Central Street
Saugus, Massachusetts 01906
Telephone: (781) 231-4126 Fax: (781) 231-5666



Job Posting

Job Title: Principal Clerk (Assessors Department)

Location: Town of Saugus

Schedule: Monday to Friday

Pay Rate: (Union Scale): \$44,256.37 - \$51,133.63

Job Summary:

Under the direction of the Deputy Assessor, this position is responsible for performing advanced clerical work in support of the Assessor's office.

Essential Functions:

Daily job responsibilities/functions to include, but not limited to:

- Answers the telephone, counter and written requests, inquiries and complaints in which the department information is given and received.
- Oversees the scheduling of the data collection for the cyclical and re-inspection programs.
- Schedules/posts Board of Assessors meetings.
- Assist with the maintenance of various department records and databases.
- Processes and researches deeds, transfers from the Registry, Land Court probates and checks correct land area.
- Processes motor vehicle, boat excise and generates monthly excise abatement reports.

Knowledge, Skills and Abilities:

- Good communication and interpersonal skills.
- Good client/customer service skills.
- Ability to follow oral and written instructions.
- Ability to prioritize multiple tasks.
- Ability to work effectively with a team.
- Ability to work independently as needed to support the group effort.

Qualifications: Applicants must have a minimum of an Associate's Degree in Accounting, Finance or related field, with at least 3-5 years of municipal financial experience in an office setting.

Posting Date: Open until filled

Application: Please e-mail all cover letters/resumes to Human Resources Manager, Gabriela Lagattolla at glagattolla@saugus-ma.gov.