

Tax Assessor – Borough of Metuchen, Middlesex County

Borough of Metuchen seeks an individual with a valid Certified Tax Assessor (CTA) license, and a minimum of 5 years' experience as a Full-Time Tax Assessor in NJ.

Experience using Vital is preferred.

Candidate must be well versed in all aspects of local assessing practices and be prepared to take the lead in defense of appeals.

Ability to communicate effectively with residents and other municipal departments and problem solving skills with the ability to work both independently and within a group.

Candidate must be able to write clear and concise reports and possess strong administrative and managerial skills.

A minimum 5 years' experience in both residential and large commercial properties, maintain tax records; inspections tax appeals (strategy/process) and valuations.

The Borough of Metuchen is 2.7 square miles and consists of 5,361 line items.

REQUIREMENTS: 5+ YEARS' EXPERIENCE AS Tax Assessor; Bachelor's degree(preferred); valid NJ Driver's License and NJ State Tax Assessor Certification. Pre-employment background check is performed.

Employer reserves the right to interview qualified candidates prior to deadline. Salary commensurate with qualifications and experience.

Please submit cover letter and resume to Melissa Perilstein, Metuchen Borough Administrator at mperilstein@metuchen.com with subject line entitled Tax Assessor or 500 Main Street, Metuchen, NJ 08840. Deadline for submissions is December 15, 2021. The Borough of Metuchen is EOE employer.