



Office of HUMAN RESOURCES
LISA SEYMOUR
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Employment Posting

Office Technician (Part-time)

The Town of East Hampton is accepting applications for a part-time Office Technician. This position provides technical and administrative assistance to various municipal departments. (Tax, Assessor and other offices as needed). Customer service, handling and counting cash, assisting banks, finance companies, law offices, etc., with information pertaining to taxes and assessments, as well as basic knowledge of the functions of the Assessor's Office and the willingness to learn the assessment administration and CAMA computer programs. Above average working knowledge of the use of Microsoft Office. Tax collection experience and Quality Data software experience a plus. Must be bondable. \$14.50 per hour.

Qualified applicants should submit an employment application, cover letter and resume no later than noon on Friday, January 19, 2018, to the Town of East Hampton, Department of Human Resources, 20 East High Street, East Hampton, CT 06424.

A full job description and employment application may be obtained at www.easthamptonct.gov. AA/M-F/EOE.

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