



**BOROUGH OF ROSELLE**  
**210 Chestnut Street**  
**Roselle, NJ 07203**  
**(P) 908-241-2014**  
**(F) 908-245-9508**

**Shanel Y. Robinson**  
**Acting Borough Administrator**

**JOB OPPORTUNITY**

**Closing Date for Applications: None**  
**(This posting will remain open until filled)**

**ADMINISTRATION**  
**DEPUTY TAX ASSESSOR**

Full-Time (35 Hours/Week) • Salary based on experience/certifications

The Tax Assessor's Office is seeking a qualified and experienced individual to fill the position of Deputy Tax Assessor. The Deputy Tax Assessor will work closely with the Tax Assessor to assess property values and ensure compliance with local tax laws. Responsibilities: Assist the Tax Assessor in appraising real estate properties and determining their assessed values, review property records and data to ensure accurate assessment information, respond to taxpayer inquiries and concerns regarding property assessments, assist in preparing annual tax assessment rolls and reports, conduct field inspections and property assessments as needed, collaborate with other departments to resolve assessment related issues, keep abreast of relevant tax laws, regulations, and assessment methodologies. Qualifications: Must possess a NJ Tax Assessor's Certification. Minimum of 3 years of experience on property assessment or a related field preferred. Knowledge of New Jersey property tax laws and regulations. Strong analytical and mathematical skills. Excellent communication and customer service abilities. Proficient in computer applications and property assessment software Valid New Jersey driver's license.

***To Apply:***

Cover letter (including salary requirements), resume and three (3) job-related references to the Human Resources Department at [hr@boroughofroselle.com](mailto:hr@boroughofroselle.com)

**The Borough of Roselle is an Equal Employment Opportunity employer.**

09/28/2023