

NEWTOWN MUNICIPAL CENTER
3 PRIMROSE STREET
NEWTOWN, CONNECTICUT 06470
TEL. (203) 270-4240 / FAX (203) 270-4243



PENNY MUDGETT
ASSESSOR

www.newtown-ct.gov

TOWN OF NEWTOWN OFFICE OF THE ASSESSOR

TOWN OF NEWTOWN POSITION OPEN

ASSESSOR'S OFFICE P/T FIELD TECHNICIAN

POSITION DEFINITION: Field Technician for the Assessor's Office.

GENERAL DUTIES: Field Technician for the Assessor's Office. This position requires the ability to measure and list new construction, additions and construction in progress on all permits. Data enter property information into administrative software and appraisal systems.

Ability to communicate with the public at the counter, on the phone and via E-mail. Must be able to work in conditions other than an office environment (i.e. construction sites). Perform other related duties as directed.

SUPERVISION: Works under the direct supervision of the Assessor and under the general supervision of the Deputy Assessor.

REQUIREMENTS: High School graduate, One year of field experience, CCMA classes or a willingness to take CCMA classes. Knowledge of Vision Government Solutions Cama Software preferred.

Must have a valid Connecticut driver's license.

SALARY: 25 hours/week, \$15.60/Hr

[Employment Application](#)

Please apply
in person, via email, fax or regular mail
Office of Human Resources
3 Primrose Street, Newtown

EEO/Affirmative Action employer