

The Town of Grand Isle, VT seeks a qualified part-time applicant for the position of LISTER. Typical hours are from 9:00am to Noon, but during busy times more hours may be required.

Responsibilities include but not limited to technical work in identifying and listing all properties within the Town for the purpose of taxation. Work involved is both indoors in a professional office setting and outdoors inspecting property sites under all weather conditions. Work is performed both in the office and in the field. Field-work involves exposure to inclement weather and to the hazards associated with construction sites.

Duties of this position include but are not limited to the following:

- Conduct property inspections of real property including measuring improvements, for permits, sales verification, and data quality review
- Diagram property sketches and data enter information into the CAMA database;
- Assist taxpayers and the general public with questions and/or problems
- Review overvaluation abatement applications and make recommendations with appropriate documentation;
- Perform basic research on building costs and sales data;
- Review deeds and oversee sales verification forms, noting subdivisions and property information discrepancies
- May perform other duties and responsibilities as assigned

A High School diploma along with a strong math aptitude and valid Vermont Drivers License are required. Willing to train the right person.

-For a complete outline of duties, minimum qualifications and requirements, please contact the Listers office at (802)372-5233 or send a letter of interest to: Board of Listers-PO Box 49-Grand Isle, VT 05458.