



Town of Lisbon

Assessor's Agent / General Assistance Coordinator

The Town of Lisbon is actively seeking a dedicated and qualified individual for the position of full-time Assessor's Agent / General Assistance Coordinator. This 40-hour-a-week role reports to the Assessor.

Essential Duties and Responsibilities: Assessor's Agent:

- Independently engages with the public, providing information in line with departmental policies and procedures.
- Serves as a representative of the department head, interacting with employees, officials, and the general public, including scheduling appointments.
- Assists in maintaining real estate property records, personal property files, and administrative files for the Assessor.
- Prepares and types official reports, documents for computer input, requests for supplies, and expenditure authorizations, ensuring accuracy in all data.
- Reviews and processes legal documents such as deeds.
- Prepares state valuation and sales reports for review by the Assessor.
- Ensures completeness and accuracy of all computer records and backup records.
- Types memos, forms, reports, and general correspondence; may compose routine letters and memos in response to standard inquiries.
- Performs additional duties as assigned.

Essential Duties and Responsibilities: General Assistance Coordinator:

- Schedules appointments with applicants, completes General Assistance (GA) applications and determines applicant eligibility.
- Reviews, investigates and researches each GA application and supporting documentation.
- Conducts interviews with third parties to determine applicant eligibility.
- Maintains accurate records of client interactions.
- Adheres to GA Policies and Procedures.
- Completes daily, weekly, and monthly reports for the GA office and Maine Welfare Association.
- Ensures benefit eligibility/ineligibility is determined and communicated within 24 hours as mandated by Maine Law.
- Safeguards the confidentiality of all applicant information.
- Performs additional duties as assigned.

The starting salary is \$21.03 ~ \$22.75/hour. Wage is commensurate with experience. The Town of Lisbon offers an excellent benefits package; which includes paid holidays, sick and vacation leave, optional life, dental, vision, and income protection insurance, and a choice of retirement plans.

To Apply:

Please submit a cover letter, resume, and employment application to:

Human Resources Director
Town of Lisbon
300 Lisbon Street
Lisbon, ME 04250
or

email to HR@lisbonme.org

This position is open until filled, and we reserve the right to close it at any time once suitable candidates are identified. Early applications are encouraged,

The Town of Lisbon is an equal opportunity employer.