

Town of Somers
Part time Tax Clerk

The Town of Somers is seeking a qualified individual for the Finance Department in the Treasurer/Collector's office. The Tax Clerk will work under the general direction of the Tax Collector. The position will provide a variety of administrative, skilled clerical, and record keeping support. Responsibilities will include, but are not limited to: collection of all taxes, responding to inquiries from the general public both in person and over the phone, balancing daily receipts for bank deposits, and keeping accurate records. Successful candidate must possess a general knowledge of office procedures, attention to detail, strong computer skills. Please see [job description](#) for more details. Municipal experience is preferred but not required. This position is part time and comes with an hourly rate of \$19.50.

Please submit a cover letter and resume and a completed [application](#) to Kim LaFleur Operations Director via email klafleur@somersct.gov . Open until filled.