

## **TOWN OF CARVER**

### **Data Collector - Assessing**

The Town of Carver is seeking applicants for a Data Collector for the Assessing Office beginning July 10, 2023. This is a part-time, 19 hour per week SEIU Local 888 Union position. Primary duties include performing inspection of properties, including taking exterior measurements and photographs. Ability to communicate with several internal departments, run reports, track permit activity and occupancy permits. Working knowledge of office practices and procedures and proficient computer skills required. The hourly rate is dependent upon qualifications from \$20.50-\$25.48. Application & Resume must be received at the Town Administrator's Office, 108 Main Street Carver, MA 02330 or via e-mail to: [Elaine.weston@carverma.gov](mailto:Elaine.weston@carverma.gov) . Position will remain open until filled. AA/EOE