

Township of Haddon

NOTICE OF POSITION AVAILABLE

Position: Assistant to Tax Assessor

Status: Full-Time

Salary: \$1,811.57 Bi-weekly

Deadline for submission: August 18, 2026 by Noon

Haddon Township, Camden County is seeking a full-time (35-hour week) Assistant to the Tax Assessor to support the daily operations of the Assessor's Office involving approximately 5,000 properties. Consisting for both residential and commercial properties. Responsibilities include assisting with assessment administration, tax appeals, customer service, records management, permit management, sales investigation, data analysis, and office operations. Qualified candidates should possess strong organizational, communication and customer service skills, along with knowledge of basic PC operations, Microsoft Word and Excel, and applicable assessment software, if preferred. Experience or interest in assessing, appraisal, real estate, or municipal government is highly desirable. A high school diploma is required. College degree is preferred. Candidates must be willing to take and successfully pass the Property Tax Administration classes through Rutgers. Candidates must possess a valid New Jersey driver's license. Bi-weekly \$1,811.57. This is a non-union position. Interested candidates should submit a cover letter, resume and professional references to Dawn Pennock by email only dpennock@haddontwp.com.

Benefit package includes Medical, Prescription, and Vision after 60 days. Dental may be purchased at the employee's expense. Employee will receive per Employee Handbook, one day vacation for each full month of service during the first calendar year, 15 sick days and 3 personal days.

***THE TOWNSHIP OF HADDON IS AN EQUAL
OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.***