

**TOWN OF WESTMINSTER
VACANT OFFICE FOR
LISTER**

The Town of Westminister is looking for **two** local candidates to serve on the Board of Listers. This is a paid part-time position for approximately 10 hours per week depending on the workload. Being a lister is a great opportunity to be a vital part of town government while earning extra income and adding to your resume. Not only would you perform an important role in town government but you will acquire skills that include: tax mapping, tracking parcels, deed references, data entry and generating the grand list from which our property taxes are based.

Requirements: High School Diploma or equivalent (not required)
Computer knowledge a plus
Good communication skills
Willingness to learn

Training: Hands on training will be provided by NEMRC (New England Municipal Resource Center) as well as other sources.

Opportunity: Good work environment, Flexible hours, Learn a new skill that accelerates future job opportunities. Room for growth.

Interested candidates wishing to serve on our Board of Listers can send a letter to:

*Town of Westminister
Atten: Administrative Offices
Po Box 147
Westminister, VT 05158*

If you have any questions regarding these positions, terms or duties, please call (802) 722-4255

****2 Lister positions available: These positions will be appointed by the Selectboard until March of 2027 (the next Town Meeting Election Cycle) in which you would need to run for re-election.**