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DEPUTY MAYOR  
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**TOWNSHIP OF VERONA**  
COUNTY OF ESSEX, NEW JERSEY



TOWNSHIP MANAGER  
KEVIN O'SULLIVAN  
DEPUTY TOWNSHIP MANAGER  
MICHAEL KRAUS  
TOWNSHIP CLERK  
JENNIFER KIERNAN, CMC  
TOWNSHIP ATTORNEY  
BRIAN J. ALOIA, ESQ.

VERONA COMMUNITY CENTER  
880 BLOOMFIELD AVENUE  
VERONA, NEW JERSEY 07044

MUNICIPAL BUILDING  
600 BLOOMFIELD AVENUE  
VERONA, NEW JERSEY 07044  
(973) 239-3220  
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DEPARTMENT OF PUBLIC WORKS  
10 COMMERCE COURT  
VERONA, NEW JERSEY 07044

**JOB OPPORTUNITY**

**TITLE: Assistant Assessor**

**LOCATION: Verona Community Center**  
**880 Bloomfield Ave**  
**Verona, NJ 07044**

**TITLE CODE: 00317**

**ISSUE DATE: 9/22/2025**

**CLOSING DATE: 11/1/2025**

**SALARY RANGE: \$51,000 - \$77,000**

**Description:**

The Township of Verona is seeking a qualified and motivated Assistant Tax Assessor to support the day-to-day operations of the Tax Assessor's Office. The Assistant Tax Assessor will assist in ensuring fair and equitable assessment of all real property within the municipality in accordance with New Jersey statutes, rules, and regulations.

**Key Responsibilities:**

- Assist the Tax Assessor in preparing and maintaining property tax records in MOD4 and CAMA files. Process SR1A's, update, and maintain tax maps.
- Conduct field inspections of residential, commercial, and industrial properties to gather data for valuation purposes.
- Review building permits and property sales to determine impacts on property assessments.
- Update and maintain property ownership and assessment data in the tax system.
- Provide information and assistance to property owners regarding assessments, tax maps, and appeals.
- Assist in the preparation and defense of assessment appeals before the County Tax Board and the State Tax Court.
- Prepare reports, correspondence, and other documentation as required.
- Perform other related duties as assigned to support the Assessor's Office.

**Qualifications:**

*Required*

- One year of experience assessing or appraising residential, commercial, and/or industrial real property

- Ability to work independently with limited direct supervision
- Experience with Microsoft Office Suite
- Knowledge or understanding of New Jersey property tax laws, regulations, and assessment practices.
- Strong analytical skills with attention to detail and accuracy.
- Effective communication and interpersonal skills.

*Preferred*

- Minimum of two years experience working in a Tax Assessor or Property Appraisal environment.
- Experience with BRT, Edmunds, MyiDV, and SDL
- Certified Tax Assessor through the State of New Jersey or ability to obtain certification within two years of hire
- Bachelor's Degree

**APPLY:** Interested candidates must submit a resume and Verona pre-employment application found at <https://www.veronanj.org/departments/townshipmanager/jobs> via email at [jobopportunities@veronanj.org](mailto:jobopportunities@veronanj.org) with Assistant Assessor in the subject line no later than 4:00pm on the closing date listed above. The Township reserves the right to conduct interviews and extend an offer of employment prior to the closing date.