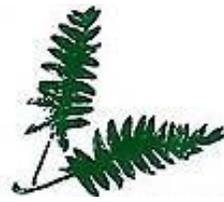


# Town of Dorset, Vermont



**Dorset Town Offices:**  
PO Box 715  
112 Mad Tom Road  
East Dorset, VT 05253

**Dorset Town Manager's Office:**  
Phone: 802-362-4571 x 3  
Fax: 802-362-5156  
Email: [townmanager@gmail.com](mailto:townmanager@gmail.com)  
Website: [www.dorsetvt.org](http://www.dorsetvt.org)

=====*Chartered 1761*=====

## **Town of Dorset Vacant Position(s)**

### **Board of Listers**

In anticipation of available openings on the Dorset Board of Listers the Dorset Selectboard seeks letters of interest from residents interested in filling the role of Lister.

#### ***What is a Lister?***

A Lister is an official elected by the citizens of a municipality in which the Lister resides. In Dorset, Listers are part time positions, generally weekly hours vary from 16 to 25 hours per week. Compensation is an hourly wage (\$16 to \$18 per hour). Work schedule can be flexible.

#### ***What does a Lister do?***

Listers are responsible for preparing the Town's Grand List. The primary responsibility of the Lister is to determine the fair market value all real property. Real property is defined as land and any permanent structures attached to it. This value is converted into an assessment, which is one component in the computation of real property tax bills. In order to accomplish this goal, Listers must understand appraisal methods and property assessment administration in Vermont. Listers also answer questions and interact with taxpayers, realtors, attorneys relative to the Grand List.

#### **Qualifications:**

- Must be a Dorset resident (required)
- Proficiency with Computers (required)
- Ability to work with the public/customer service skills
- Experience or understanding of property appraisal methods
- Experience or understanding of assessment and tax computation
- Experience or understanding of property record card an assessing computer software

Training and support will be made available to the qualified candidates through the Vermont Department of Taxes, Vermont Association of Listers, and New England Municipality Resources Center.

Questions? Call 802-362-4571 or email: [townmanager@gmail.com](mailto:townmanager@gmail.com)

Interested residents can send a letter of interest to: Town Manager's Office PO Box 715 E. Dorset, VT 05253 or hand deliver to the Town Offices.