

**Town of Lyman Maine
Job Description**

Office Staff

The Town of Lyman is seeking to hire an office staff person. Applicants must possess strong organizational and computer skills and work well with the public. This position is full time 35 hours / week.

Send cover letter and resume to: Lyman Town Hall 11 So. Waterboro Rd.
Lyman, Me. 04002 OR electronically to selectboard@lyman-me.gov.

Resumes must be received by noon March 7th, 2017.

Position Requirements:

- Possess strong organizational skills
- The ability to work with the public
- Computer skills as required by job duties

Performance Responsibilities to include but not limited to:

- Keeps meeting minutes and places the information on the website in a timely manner
- Attend all meetings and takes and records notes
- Handles confidential correspondence and maintains confidentiality
- Prepares the Select Board agenda for all meetings
- Prepare Select Board packets prior to every meeting
- Retains and keeps current the Select Board meeting records
- Posts notices where appropriate
- Prepares outgoing correspondence
- Other duties as designated by the Select Board