

TOWN OF LYMAN

Position Opening

Select Board Clerk

The Town of Lyman Municipal Office is accepting resumes for the position of a Select Board Clerk. This individual must have excellent typing and computer skills, excellent communication skills, and excellent customer service skills. Must be detailed oriented and have the ability to work independently. This position reports to the Select Board. Duties include, but are not limited to: prepares all agendas for the Select Board meetings and provide supporting documents and information pertinent to the agenda; must attend all Select Board meetings to take minutes and provide clerical support; records meetings; prepares for printing of Town Report, Town Meeting warrant(s) and other material; maintains the Town of Lyman Website and updates in a timely manner. Attending Select Board meetings the 1st and 3rd Monday of each month is required with occasionally additional night meetings as may be required. Wage will be based on experience and qualifications.

The ideal candidate must possess a high school diploma or GED and must have typing skills, computer knowledge with experience in Windows and Microsoft Office (Word, Excel, Power Point, Publisher and Adobe Pro). A full job description is available upon request and can be found on the town's website.

Please complete the application located on our website at: <http://www.lyman-me.gov> under general information, downloadable forms and submit your completed job application, resume and cover letter to:

selectboard@lyman-me.gov or mail to:

Town of Lyman, Select Board, "Select Board Clerk Search," 11 So. Waterboro Road, Lyman, ME 04002.

Applications will be accepted until filled.