

# TOWN OF LYMAN

## Administrative Clerk Position

The Town of Lyman is seeking a qualified candidate for the position of Administrative Clerk. This is a full-time position that is responsible for customer service at the front counter. Candidates should have excellent customer service skills, strong communication skills, and the ability to multi-task. This position assists with processing motor vehicles, dog licenses, IFW registrations/licenses, vital records, tax payment collections, liens and discharges and may help with elections. Other duties and job description include the following

**GENERAL SUMMARY:** The Administrative Clerk primarily assists the general public with the essential job functions listed below. The Administrative Clerk will also assist the Tax Collector and perform other duties as Deputy Clerk in their daily duties and responsibilities as needed and directed.

**Job Title:** Administrative Clerk

**Reports To:** Select Board / Tax Clerk

**Classification:** Non-Exempt

**Position Type:** Full Time

**Other:** Deputy Tax Collector/ Deputy Clerk

### **ESSENTIAL JOB FUNCTIONS:**

- Provides general counter & telephone assistance to the public
- Processes new, renewal and transfer motor vehicle and recreational vehicle registrations, including the collection of all fees and taxes
- Issues various Inland Fisheries, Hunting & Wildlife licenses
- Issues annual dog licenses
- Files all registrations and licenses issued on a daily basis
- Researches vital statistic records upon request and assists with preparation of certified copies
- Assists with tax billing process as requested
- Assists with collection of real estate taxes
- Maintains regular, predictable and reliable attendance
- Maintains excellent communication and fosters a collaborative working environment with all departments as well as with the public
- Places an emphasis on safety, efficiency, quality and productivity
- Follows all Town and Department policies
- Performs other related work as required

### **PERIPHERAL DUTIES:**

- Acts as Deputy Tax Collector/BMV Agent
- Acts as Deputy Town Clerk when processing hunting and fishing licenses, boat, ATV, and snowmobile registrations

## **KNOWLEDGE/SKILLS**

- Knowledge of computers and use of Microsoft Office Word and Excel
- Knowledge of general office equipment
- Excellent organizational skills
- Excellent customer service skills

## **ABILITY TO:**

- Prepare and maintain accurate records and files
- Type with speed and accuracy and operate standard operating equipment
- Use independent judgment, problem solve and collaborate in order to accomplish tasks
- Provide a high level of customer service to both internal and external customers
- Communicate professionally and effectively, both orally and in writing
- Establish and maintain effective working relationships with co-workers, the public, and others
- Attend any required or recommended courses or training

## **MINIMUM REQUIREMENTS**

### **Experience and Education/Training:**

- High School Diploma or GED
- Three (3) years' related experience or any equivalent combination of education and experience (preferred)

### **Licenses/Certifications:**

- Notary (preferred)
- Maintain valid Maine Driver's License

## **WORK ENVIRONMENT/PHYSICAL DEMANDS:**

The work environment and physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with limitations to perform the essential functions.

This job operates in a professional office environment and routinely uses standard office equipment such as computers, phones, photocopiers/scanners, filing cabinets, and fax machines.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel, talk, and hear. The employee is occasionally required to reach with hands and arms. The employee is occasionally required to stand, walk, kneel, climb, or crouch. The employee must occasionally lift and/or move up to 25 pounds. The employee is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.