

Town of Lyman

Administrative Clerk – Part Time

11 South Waterboro Rd
Lyman, ME 04002
Tel. (207)-247-0642
Fax. (207)-499-7563

Administrative Clerk

The Town of Lyman is accepting applications for a part-time Administrative Clerk position. This is a highly responsible position that primarily works with the public providing customer service and performs administrative support for all other Town departments. Hours are Monday, Tuesday, and Friday from 8:30am – 4:30pm, 24 hours per week.

This position works under the supervision of the Town Clerk. Responsibilities involve extensive customer service and the ability to work independently performing a variety of tasks. Essential functions include, but are not limited to, assisting residents at the counter, processing payments, issuing various licenses and permits, preparing and maintaining vital records, assisting with elections and voter registrations, website and social media updates, creative content design and public communication strategies, assisting other departments with administrative support, and working on special assigned projects as directed. The successful applicant must possess a strong knowledge of computer programs and exceptional customer service skills.

For a detailed list of essential functions and responsibilities, please refer to the job description.

- **Minimum Qualifications**

Highschool diploma, municipal, office or related experience. Associate degree preferred; or equivalent combination of education and experience. Notary, preferred.

Applications will be reviewed as received.

If interested in employment, please send a copy of your resume with cover letter by drop off, mail or email: townmanager@lyman-me.gov

Job Posting: July 12, 2024

Deadline to submit application: August 9, 2024 at 4:00pm.

The Town of Lyman is an equal opportunity employer.