

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.

The Town of Lyman offers excellent benefits and an environment conducive to personal growth. Our benefits package includes:

- **Health Insurance** - Lyman pays 100% of single health insurance premiums. Lyman also pays 70% of the difference of a single and a family plan. Lyman will pay 50% of a single plan in a buyback for Health premiums with proof of insurance.
- **Dental Insurance** – Lyman pays 100% of dental insurance premiums.
- **Life Insurance** – Lyman offers one times your annual income for basic life insurance.
- **Retirement Plan**- Lyman contributes to the Maine Public Employees Retirement System (MainePERS) or a 457 (b) plan on behalf of the employee.
- **Paid Leave** - We offer 13 paid holidays and 3 weeks for paid time off annually.
- **Training** – We offer Training opportunities for employees to grow and learn.

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.

TOWN OF LYMAN, MAINE
JOB DESCRIPTION

| | |
|---|--|
| Job Title: Administrative Clerk – Part Time Non-Exempt | Department: Municipal Services Department |
| Classification (Grade/Step): 5 | Reports to: Town Clerk |
| Effective Date: July 1, 2024 | Date Updated: |

Summary

Provides responsible, moderately complex administrative and clerical support for the Town Clerk and other Town Hall departments. Primarily assists the general public with day-to-day municipal transactions and customer service. Assists with elections and public communications. Performs all other related work as required.

Essential Functions

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Answers and directs incoming calls to the Town Hall and provides general counter assistance to the public.
- Acts as Deputy Town Clerk. Assists with issuance of various licenses and permits. Processes Inland Fisheries, Hunting and Wildlife licenses. Issues annual dog licenses. Performs and assists with other related duties under the Town clerk as directed.
- Acts as Deputy Tax Collector/ BMV agent. Processes new, renewal, and transfer of motor vehicle, truck and recreational vehicle registrations including collection of all fees and taxes.
- Acts as a Deputy Treasurer assisting with processing payments at the counter. Performs payroll and accounts payable interim support as needed.
- Acts as Deputy Registrar of Voters. Assists with state elections and town meetings and voter registration lists.
- Assists with State and federal elections and Annual/Special Town Meetings. Assists with administrative tasks, coordinating election workers and disseminating information, preparing warrants
- Completes website and social media updates, notification requests, creative content design and other related public communication strategies
- Handles collection and billing process of real estate and personal property taxes.
- Research vital statistics upon request, prepare certified copies of vital records, and maintain records.
- Organizes files and a variety of records and correspondence.
- Assists other departments with administrative support, conducting research, daily duties and responsibilities as directed.

TOWN OF LYMAN, MAINE

JOB DESCRIPTION

- Orders office supplies, copier supplies and general cleaning and restroom supplies for the building.
- Performs duties of Notary Public.
- Performs work on special projects as directed.
- Uses independent judgement to solve problems, serve residents, plan, and organize in a collaborative team-oriented manner.
- Maintains regular, predictable, and reliable attendance.
- Maintains excellent communication and fosters a collaborative working environment with all departments as well as the public.
- Places an emphasis on safety, efficiency, quality, and productivity.
- Follows all Town and Department policies.
- In person contact is an essential function of this position. This is not a remote position.
- Performs other related work as required.

Minimum Qualifications (Training, Education, Experience)

High School Diploma, municipal, office, or related experience. Associate degree preferred; 3-5 years of municipal experience preferred; or an equivalent combination of education and experience. Notary, (preferred).

Knowledge, Ability, Skill

Knowledge: Thorough knowledge of standard office practice and procedures. Knowledge of office equipment, and the operation of computer software applications, particularly word processing, spreadsheet, database, email, and internet.

Ability: Ability to work independently, multi-task, and prioritize tasks. Ability to organize and maintain records, and the ability to communicate effectively verbally and in writing. Ability to be detailed oriented and work well to maintain a high level of professionalism at all times.

Skills: This position requires excellent communication, interpersonal and organizational skills. High attention to detail skills. Proficient computer skills utilizing software applications including Microsoft Office and data entry of varied information.

Supervision

Received: Works under the direction of Tax Collector

Exercised: None

Supervision Scope: Performs various duties of a routine to complex nature following acceptable standards of quality and performance, requires independent judgement in determining methods of completion and carrying out assignments.

**TOWN OF LYMAN, MAINE
JOB DESCRIPTION**

Job Environment

- Work is performed under typical office conditions; work environment is moderately noisy, and subject to frequent interruptions.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, through correspondence in writing and email, and in person; contact is with community members, and consist of an information exchange dialog, discussing routine and semi-complex issues.
- Makes frequent contact with the general public, town employees, state and federal officials, local businesses, vendors, neighborhood organizations, non-profit organizations, and other communities.
- Errors in judgment and administration could have a continuing adverse effect on the town's ability to deliver services and result in monetary loss and legal repercussions.

Physical Requirements

(The physical demands described 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 disabilities to perform the essential functions.)

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files, and other common office objects. Ability to view computer screens and work with details for extended periods of time. The employee must occasionally lift and/or move objects weighing up to 10 pounds. Must be able to communicate effectively in writing and orally. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)

I have read and understand the job duties and expectations as outlined in this job description.

Employee _____ Date _____

Equal Opportunity/Americans with Disabilities Act Employer