

# Town of Lyman

## Job Opening For Part-Time Property Records Assistant

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

---

The Town of Lyman is seeking a motivated, detail-oriented individual to join our municipal team as a Property Records Assistant. This part-time position provides vital administrative support to the Assessing Department by performing a variety of clerical and technical duties related to property assessment and records management. The Assessing Assistant plays a key role in supporting the property assessment process and ensuring data accuracy in municipal records. Hours are Mondays and Tuesdays 16 hours per week.

Our team members are amazing people, and we strive to work together building effective communication and teamwork. If you are a self-motivated, organized person looking to join a flexible team, then look no further.

Experience in related fields is a plus, but we are also willing to train the right candidate for the job.

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

**Retirement Plan-** Lyman contributes a match to a 457 (b) plan on behalf of the employee up to 6%

**Paid Holidays -** We offer paid holidays for regularly scheduled workdays.

**Earned Paid Leave -** which accrues based on hours worked and may be used for personal time, illness, or other needs.

**Training and Professional Development Opportunities –** We offer Training opportunities for employees to grow and learn.

**Access to Additional Benefits –** Such as dental, vision, and supplemental insurance, available at employee's cost.

### **Essential Functions**

The Assessing Assistant provides support to the Assessing Department through a combination of clerical and field-based responsibilities. This position is responsible for maintaining accurate property records, assisting with data entry, responding to public inquiries, and conducting field

inspections to gather property information. The role requires strong attention to detail, effective communication skills, and the ability to work both independently and as part of a team.

**Key responsibilities include:**

- Responding to inquiries via phone, email, and in person related to property records, tax exemptions, and other assessment procedures.
- Maintaining records, databases, and documentation updating property assessment records in the municipal assessing software.
- Conduct field inspections to verify property data, including measurements, construction details, and land use.
- Schedule and conduct property visits for inspections, revaluations, or taxpayer inquiries.
- Work with other municipal departments (e.g., Code Enforcement, Planning) to stay informed on development activity and permitting.
- Support annual and cyclical revaluation efforts, including compiling sales data and verifying property characteristics.
- Assist with preparing reports and documentation for the Assessor
- Maintain confidentiality and ensure compliance with all applicable laws and regulations governing property assessment.

**Qualifications**

Ideal candidate qualifications include:

- High School Diploma or equivalent required.
- Associate's degree or Prior experience in municipal government, real estate, or property assessment is highly desirable
- Knowledge of basic property assessment principles and real estate terminology
- Strong communication, organizational, and computer skills (Microsoft Office proficiency required).
- Valid driver's license and reliable transportation for field inspections.
- Comfort with field work, including walking properties in varying weather conditions.
- Experience with municipal permitting or assessing systems a plus.
- Ability to read and interpret property deeds, tax maps, and construction plans.

**Minimum Requirements**

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.

This position is both office-based and includes field work in varying weather conditions. Candidates must be comfortable with moderate physical activity, including walking, standing, and lifting up to 10 lbs. Must have valid drivers license.

If interested in employment, please submit an Employee Application Form including a copy of your resume with cover letter and three professional references by drop off, mail or email: [townmanager@lyman-me.gov](mailto:townmanager@lyman-me.gov)

**Job Posting: Date: July 1, 2025**

**Deadline to submit application: Date: July 22, 2025**

*The Town of Lyman is an equal opportunity employer.*