

Town of Lyman

Job Opening For Town Clerk

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

The Town of Lyman is seeking a highly motivated, detail-oriented, and customer-focused individual to serve as Town Clerk. This full-time, salaried position plays a vital leadership role in municipal operations and is responsible for a wide range of administrative and supervisory duties that are essential to the smooth functioning of the town. Hours are Monday through Friday, 37.5 hours per week. This position is available beginning January 1st, 2026

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 Municipal or related fields is a plus.

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.

Essential Functions

Responsibilities involve extensive customer service and the ability to work independently performing a variety of tasks. The Town Clerk serves as the Department Head for Municipal Services and carries out a wide variety of statutory and administrative responsibilities, including:

- Serves as Tax Collector for all property tax payments and excise tax processing.

- Administering and overseeing all local, state, and federal elections in compliance with applicable laws and deadlines.
- Providing outstanding customer service to residents, vendors, and outside agencies.
- Supervising and supporting Deputy Clerks and other staff within the department.
- Acting as a Municipal Agent for the Bureau of Motor Vehicles (BMV) for vehicle registrations and related transactions.
- Issuing licenses and permits (e.g., marriage, hunting/fishing, business).
- Maintaining and safeguarding all municipal records, including vital records, election records, and other municipal documents.
- Ensuring compliance with state and local statutes, ordinances, and policies.

Qualifications

Ideal candidate qualifications include:

- Strong organizational and time management skills
- Experience in municipal setting or equivalent administrative/supervisory role preferred
- Knowledge of applicable laws, procedures, and practices related to elections, vital records, tax collection and municipal governance
- Ability to work effectively with the public, elected officials, and staff
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office, Word, Excel, and other municipal software (TRIO, MOSES, CVR) is a plus
- Must have or be able to obtain certification as a notary public within six months of hire. Must be bondable.

Minimum Requirements

High School Diploma, municipal, office, or related experience. Associate degree preferred; 5 years of municipal experience preferred; or an equivalent combination of education and experience. Certified MTCCA Town Clerk or capable of being certified within a reasonable amount of time. Notary, (preferred).

Supervisory experience preferred.

Prior experience in local government, municipal operations, or customer-facing clerical work is strongly desired.

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

Job Posting: Date November 4th, 2025

Deadline to submit application: Date November 25, 2025

The Town of Lyman is an equal opportunity employer.