

Town of Lyman

Deputy Clerk – Part Time

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

Part-time Deputy Clerk

The Town of Lyman is accepting applications for a part-time Deputy 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 Wednesday, 24.5 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

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 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.

Key responsibilities include:

- Provide friendly, professional front-counter and phone service to residents
- Process municipal transactions including licenses, registrations, and payments
- Serve as a Deputy Clerk, supporting elections, voter registration, and town meetings
- Assist with tax collection, motor vehicle registrations, and vital records
- Maintain accurate records, files, and municipal documentation
- Support public communications, including website and social media updates
- Provide administrative support to the Town Clerk and other departments as needed
- Exercise sound judgment, attention to detail, and discretion in daily operations

Qualifications

Ideal candidates will demonstrate:

- Strong organizational skills and the ability to manage multiple tasks efficiently
- Prior experience in a municipal setting or similar administrative or clerical role (preferred)
- Working knowledge of, or ability to learn, municipal functions such as elections, vital records, tax collection, and general town operations
- Ability to work effectively and professionally with the public, elected officials, and municipal staff
- Excellent written and verbal communication skills
- Proficiency with Microsoft Office and standard office technology; experience with municipal software systems (e.g., TRIO, MOSES, CVR) is a plus
- Ability to obtain Notary Public certification within a reasonable time if not already certified; must be bondable

Minimum Requirements

- High school diploma or equivalent
- Municipal, office, or related administrative experience preferred; an associate degree is a plus
- Equivalent combination of education and experience will be considered
- Certification as a municipal clerk or related credential is preferred but not required; willingness and ability to obtain certifications is encouraged
- Prior experience in local government or customer-facing clerical work is strongly desired

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: December 29, 2025

Deadline to submit application: January 26, 2026 at 4:00pm.

The Town of Lyman is an equal opportunity employer.