

HELP WANTED

Town of Lima

Deputy Clerk – Part-time

Assist the Town Clerk during busy periods, including tax collection and seasonal sporting license issuance, and provide back-up coverage as needed. Record official minutes of Town Board, on an occasional basis.

Excellent written and verbal communication skills and proficiency with Microsoft Word and Excel are required. Schedule varies according to work requirements and averages 25 hours per month.

**Please submit applications to:
Jennifer Heim, Town Clerk, Town of Lima,
7329 East Main Street, Lima, NY 14485.
Application Deadline: September 29, 2017**

