

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, strong organizational skills, customer service, proficiency with email, word processing, basic accounting, and filing are required.

Schedule varies according to work requirements and averages 32 hours per month.

**Please submit applications to:
Jennifer Heim, Town Clerk, Town of Lima,
7329 East Main Street, Lima, NY 14485.
Application Deadline: June 16, 2023**