



TOWN OF LYMAN, SOUTH CAROLINA PART-TIME BUSINESS LICENSE CLERK / OFFICE CLERK

Position Summary

The Town of Lyman is seeking a motivated, dependable, and detail-oriented individual to serve as a Part-Time Business License Clerk / Office Clerk. This position provides administrative and customer service support to the Business License Official and serves as an important point of contact for residents, businesses, contractors, and visitors to Town Hall.

This position reports directly to the Business License Official and is responsible for assisting with the administration and processing of business licenses in accordance with established Town policies, procedures, and directives. The successful candidate must be able to accurately follow established processes, apply instructions consistently, and maintain detailed records. In addition to business license responsibilities, this position plays a significant role in the daily operation of Town Hall by assisting customers at the front counter, answering telephone calls, and providing general clerical support.

Hours

- Part-Time: 20–25 hours per week
- Monday through Friday 8:30 a.m. to 1:00 p.m.

Essential Duties and Responsibilities

- Assist the Business License Official in processing business license applications, renewals, payments, and related documentation.
- Process business licenses and related records in accordance with established Town procedures and under the direction of the Business License Official
- Maintain accurate records and files for all business license transactions.
- Respond to questions regarding business license requirements, procedures, and application status via phone, email, and in person.
- Serve as a primary receptionist for Town Hall by greeting visitors and assisting residents, contractors, businesses, and the public at the front counter.
- Answer, screen, and route incoming telephone calls and take messages as needed.

- Collect and process payments for business licenses and other Town services in accordance with established procedures.
- Provide general clerical support including data entry, filing, copying, scanning, and document management.
- Assist in preparing reports, correspondence, and routine mailings related to business licensing and Town Hall operations.
- Maintain confidentiality of sensitive financial, business, and personnel information.
- Help maintain office supplies and ensure public-facing areas remain organized, professional, and welcoming
- Attend occasional trainings, workshops, or webinars as required, including those provided by the Municipal Association of South Carolina (MASC).
- Limited driving may be required for errands, training attendance, or other Town-related duties as assigned.
- Perform other duties as assigned to support the Business License Office and Town Hall operations.

Qualifications

- High school diploma or equivalent required; some college coursework preferred.
- Prior office, clerical, bookkeeping, cash-handling, or customer service experience preferred, ideally in a municipal or governmental setting.
- Strong attention to detail and ability to accurately follow established procedures.
- Strong verbal and written communication skills.
- Proficiency with Microsoft Office (Word, Excel, Outlook) and ability to learn specialized software programs.
- Ability to handle sensitive information with discretion and maintain confidentiality.
- Professional, courteous, and customer-service-oriented attitude.
- Willingness and ability to attend job-related training sessions, including out-of-town training provided by the Municipal Association of South Carolina (MASC).
- Valid driver's license and ability to drive for limited Town business as required.
- Ability to work independently, manage time effectively, and multitask in a busy office environment.

Preferred Traits

- Strong organizational skills.
- Dependable attendance and punctuality.
- Ability to work cooperatively as part of a small team.
- Commitment to providing consistent, accurate, and professional service to the public.

- Ability to follow established procedures while maintaining a positive and solution-oriented attitude.

Compensation

- Hourly rate: Based on qualifications and experience.
- This is a part-time position and is not eligible for benefits
- Paid holidays and monthly accrual of PTO

How to Apply

Please submit a completed employment application and resume to:

Town of Lyman
81 Groce Road
Lyman, SC 29365

or by email to: nblackwell@lymansc.gov

Applications will be accepted until the position is filled.

The Town of Lyman is an Equal Opportunity Employer.