

CLERK (PART-TIME) - TOWN OF CHEEKTOWAGA

Positions available in various Town Departments. Must be a resident of Town of Cheektowaga. Duties include filing, answering phones and word processing in busy setting. Good knowledge of Microsoft Office software a plus. Must have accounting background and be able to work independently with limited supervision, possess excellent organizational skills and be detail-oriented. 19 Hours per week, wage rate dependent on experience. Hours are flexible. Please download and complete a Town Employment application (Tocny.org) and send to Personnel Department, 3301 Broadway, Cheektowaga, New York 14227. No phone calls. EOE