

CLERK (PART-TIME) - TOWN OF CHEEKTOWAGA

Positions available in the Courts Department. Must be a resident of Town of Cheektowaga. Duties include accounting and balancing receipts 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 \$15/hour depending on experience. Hours are M-Th 8-12 and Fri 8-11. 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