



The Office of the Town Attorney in the Town Of Cheektowaga CLERK (PART-TIME)

Previous experience in a Law Office/ Legal background preferred. Good knowledge of Microsoft Office software a plus. Must be able to work independently with limited supervision, possess excellent organizational skills, and be detail oriented. 19 Hours per week, wage rate \$15.00 - \$20.00/hour depending on experience.

The Town of Cheektowaga Employment application is available on the Town's website:

<http://www.tocny.org/Portals/0/Departments/Employee%20Relations/employment%20applic.pdf>

Send completed applications to: Personnel Department, 3301 Broadway, Cheektowaga, New York 14227. No phone calls. EOE.