



**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.

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