

CLERK (PART-TIME) - TOWN OF CHEEKTOWAGA

Position available in the Town's Central Garage. 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 solid knowledge of various software programs, ability to provide details for payroll processing and be knowledgeable of online ordering of supplies and auto parts. Must 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