

EMPLOYMENT OPPORTUNITY: Paralegal (Part-time) in the Office of the Town Attorney in the Town Of Cheektowaga

Previous experience in a Law Office and resident of Cheektowaga a must. Good knowledge of Microsoft Office software and municipal law 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 depending on experience.

Minimum Qualifications: Associate Degree in Paralegal Studies, or Bachelor's degree with 30 credits in Paralegal Studies, or a certificate in Paralegal Studies from an institution approved by the American Bar Association.

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