

PART-TIME OFFICE CLERK

Part-time position available for an organized individual possessing clerical skills needed to maintain a well-organized, efficient office in the Town of Aurora Building and Zoning Department. Town of Aurora residency required. Successful candidate will be personable with strong customer service and computer skills. Must be able to handle a wide variety of tasks in a timely and efficient manner. Hours are based on seasonal needs. Send cover letter and resume to: Town of Aurora Supervisor's Office, 300 Gleed Avenue, East Aurora, NY 14052; or supervisor@townofaurora.com.