

PART-TIME OFFICE CLERKS

Two part-time positions available for organizational individuals possessing clerical skills needed to maintain a well-organized, efficient office. Positions available in the Town of Aurora Assessor's Office and Building & Zoning Department. Town of Aurora residency required. Successful candidates 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. Send cover letter and resume no later than Aug. 1 to: Town of Aurora Supervisor's Office, 300 Gleed Avenue, East Aurora, NY 14052; or supervisor@townofaurora.com.