



PART-TIME OFFICE CLERK for busy government office, up to 30 hours per week until December 31, 2018. 19 hours per week beginning January 1, 2019 and continuing thereafter. Responsibilities include, but are not limited to, answering phones, typing, filing, interaction with general public and assisting other government departments. Candidate must have legal experience. Position is expected to begin on or after August 1, 2018. Amherst residency required. Please send resume and references to: Town of Amherst Human Resources Department, 5583 Main Street, Williamsville, New York 14221. The Town of Amherst is an equal opportunity employer. EOE, M/F/V/D