

Town of Orchard Park Job Posting

- Position:** Part time seasonal position
- Title:** Part Time Assessment Clerk
- Description:** Includes, but is not limited to greeting visitors, answering questions; including exemption requirements and application process, assists in finding information on maps; accepts Exemption Applications and issues receipts. Takes photographs of property for town records. Administrative tasks including answering phones, filing, photo copying and faxing documents.

This position will start as part time with number of hours determined by workload. Hours may increase to full time during peak season and then decrease to a part time schedule. Please email your resume with hourly salary requirements to: hrsimplified@aol.com; referencing Part Time Assessment Clerk in the subject line. EOE

Accepting resumes through August 9, 2019.