Help Wanted
Town Clerk's Office
Part-time

The Town of Marilla is seeking a dependable, organized, and customer-service oriented individual to join our team in the Town Clerk's Office.
We are a cat friendly office.
Town of Marilla residency required.

Position Responsibilities Include:

- Assisting residents at the front counter and by telephone.
- Answering questions and providing information to the public.
- Processing licenses, permits and general office duties.
- Accepting payment and processing transactions.
- Providing administrative support to the Town Clerk and other Town Departments.

Qualifications:

- Strong communication and customer service skills.
- Good organizational and computer skills.
- Attention to detail and ability to multitask.
- Ability to work independently and as part of a team.
- Previous office or clerical experience preferred.

Position Details:

- Part-time
- Tuesday, Tuesday evening and Friday
- $19.50 - $23.00
- Paid Time Off

Interested applicants should submit a resume and/or application to:

Town of Marilla
Attn: Town Clerk
1740 Two Rod Road
Marilla, NY 14102
sfoersch@townofmarilla.com

Town of Marilla is an Equal Opportunity Employer.