

Village of Lancaster

Part-time Office Clerk

The Village Clerk-Treasurer's office is accepting applications for the position of part-time office clerk. Daily responsibilities will include customer service, processing and maintaining office records, data entry, accounts receivables / payables, and other clerical duties as needed.

Minimum qualifications require a high school diploma with experience working in a similar office environment. Knowledge of Microsoft Office and other computer programs is required.

This part-time position will work a maximum of 19 hours per week Monday thru Friday. Daily hours expected to cover late morning to early afternoon shift with some flexibility. Salary will be dependent on experience. The Village of Lancaster has a residency requirement.

Interested persons may send résumé to: Village of Lancaster Clerk's Office, Attn: Human Resources, 5423 Broadway, Lancaster, NY 14086, or via email to: mstegmeier@lancastervillage.org. Please contact the Village Clerk's office at 683-2105 with any questions.