

Town of Batavia, seeks a part-time Clerk-Typist employee. A complete job description is available at the Town Hall or at www.townofbatavia.com.

Experience in Office/Clerical preferred but not required. Work schedule will not exceed 15 hours per week and must be available for daytime hours.

The salary for this position will be based on experience, \$14.00 - \$20.00 per hour.

Please send a completed employment application and resume with references to Hiedi Librock, Town of Batavia, 3833 West Main Street Road, Batavia, NY 14020 Application Deadline is November 6, 2019.