

VILLAGE OF HAMILTON
POSITION AVAILABLE

OFFICE CLERK PART TIME: The Village of Hamilton, New York, is seeking a qualified individual to fill the position of Office Clerk part time. The position requires generally four hours a day, for a total of 20 hours a week. Duties include but are not limited to: answering telephones, customer service, cash collections, general ledger and fixed assets bookkeeping, general office tasks and related work as assigned. The applicant shall have the ability to understand, follow and communicate instructions both orally and in writing. Applicants must have proficient computer skills, be able to multi-task, have two years' clerical and/or bookkeeping experience, and possess a valid NYS driver's license. Starting pay rate is \$16.00/hour. A background check and a pre-employment drug and alcohol test will be performed. This position will remain open until filled. Employment applications may be obtained at the Village of Hamilton Office Building, 3 East Broad Street, Hamilton, New York 13346. Completed applications and resumes may be delivered to 3 East Broad Street or mailed to: The Village of Hamilton, P.O. Box 119, Hamilton, New York 13346. The Village of Hamilton is an equal opportunity employer and will not discriminate against any applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal or state law.