

The Village of Albion is seeking to fill a part-time clerk position

The Village of Albion is seeking a part-time clerk. Applicants should be comfortable with spreadsheets, answering phone calls, assist with water billing, data entry, dealing with the public and have great customer service skills. Must be detailed oriented, multi-tasker, comfortable with computers and handling of cash. Application available at Village office (35 E. Bank St., Albion, NY), email tvanskiver@villageofalbionny.com, or call 585-589-9176

Pay: \$15.50/hr

Expected hours: Mon-Fri, 20 hours a week