

EMPLOYMENT OPPORTUNITY

The Village of Orchard Park is seeking a self-motivated individual for the position of Village Deputy Clerk-Treasurer. This is a full time position with excellent benefits. Responsibilities include assisting the Clerk-Treasurer in financial reporting, preparing and filing legal documents, customer service, billing and collections and budgetary responsibilities. Should have a high school degree and at least 3 years' experience in public service duties, preferably municipal experience. Must be a conscientious multi-tasker with strong skills in customer service and clerical aptitude. Must be a resident of Erie County and be available during Village Office hours (8:30 am to 4:30 pm / Monday thru Friday).

Please submit resume and employment application (available on website at www.orchardparkvillage.org) to:

The Village of Orchard Park
4295 S Buffalo Street
Orchard Park, NY 14127

Or email: VillageOffice@OrchardParkVillage.org

For additional information, please call 716-662-9327.