

# HELP WANTED

**The Town of Palmyra, NY is accepting applications for the position of PART-TIME HIGHWAY CLERK.**

Duties include assisting the Highway Superintendent in matters of payroll, personnel, accounts payable, project tracking, etc. Computer skills in Microsoft Outlook, Access, Excel and Word, general accounting and payroll required. Flexible Hours, approximately 15 hours/week. No Benefits. Excellent organizational skills, communication skills, and ability to work with the public a must!

A more complete description of duties and applications are available at the Palmyra Town Clerks office, or on-line at [www.palmyrany.com](http://www.palmyrany.com)

Submit your sealed application & resume to:  
Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra NY 14522

**DEADLINE for submissions is Monday October 24**