

Part-time Help Wanted Village of Clifton Office

8:00 to 11:00 - 2 days per week

-proficiency in Word

-basic knowledge of Excel

-Answering the phone and emails

-Cash handling skills

-water billing

-filing

Send resumes to village.office@cliftonillinois.com or Village of Clifton P.O. Box 472 Clifton, IL 60927