



## ANNOUNCEMENT OF OPEN POSITION

Department: Highway Department  
Titles: Typist  
Schedule: Part-time  
Benefits: None  
Compensation: \$16.00 to \$18.00 per hour, dependent upon qualifications  
Approved: October 27, 2025  
Deadline: Until Filled

### **Description:**

The Town Board of the Town of Pendleton is soliciting applications for a part-time Typist position in the Highway Department and Water & Sewer Department. See attached Civil Service job descriptions for specifics of each job and applicant eligibility.

### **How to Apply:**

Call or visit the Town Hall for an application or go to:

[pendletonny.gov/about/employment/](http://pendletonny.gov/about/employment/)

Town of Pendleton  
6570 Campbell Boulevard  
Lockport, NY 14094  
(716) 625-8833