

Part-Time Clerk Position

The City of Burlingame will accept applications for a Part-Time Office Clerk. The position will start in June and go to August. The position will assist with filing, data entry, greeting customers, and performing other duties as assigned. Excellent verbal and written communication skills are required. Must possess organizational, computer application, minimal IT, financial, and public relations skills. Please contact City Hall, 101 East Santa Fe, Burlingame, KS 66413, for an application or visit the website at www.burlingameks.com. Applications will be accepted until May 30 or until the position has been filled.