

# **FULL TIME POSITION AVAILABLE**

The Boone County Assessor is taking applications for a full time office clerk.

All applicants must be able to speak, read and understand the English language. Be proficient in proofreading-a must in this office; be able to perform accurate mathematical/accounting calculations; be able to create and use excel spreadsheets; must have computer knowledge and be able to learn computer programs quickly.

Office hours are Monday - Friday, 8 a.m. to 4:30 pm.

Starting wage is a minimum of \$10.00 per hour, more possible depending on experience.

This position reports directly to the County Assessor.

Applications may be obtained from and returned to the Boone County Assessor's Office, 222 S. 4th Street, Albion, Nebraska, 68620 or by contacting the County Assessor's office at 402-395-2045.

Application deadline is 4 p.m. on Friday, November 15, 2019.

This position is subject to a veteran's preference.

Boone County is an equal opportunity employer.

**Barb Hanson**

**Boone County Assessor**