

FULL TIME POSITION

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. Applicants must have computer knowledge and be able to learn computer programs quickly, be able to create and use excel spreadsheets, be able to perform accurate mathematical calculations, be proficient in proof reading-a must in this office. This position reports directly to the County Assessor. Office hours are Monday - Friday, 8:00 am to 4:30 pm. 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 4:00 pm on Friday, December 11, 2020. This position is subject to a veteran's preference. Boone County is an equal opportunity employer.

**Barb Hanson
Boone County Assessor**