

HELP WANTED FULL TIME POSITION

Boone County Clerk is taking applications for a full-time clerical/administrative assistant position.

All applicants must be able to communicate effectively in English, speak, read, write and comprehend and be eligible to work in the United States.

Successful applicant must be a registered voter in Boone County; perform accurate mathematical/accounting calculations; proficient in spelling, grammar, proof reading; computer knowledge; have neat legible penmanship; and be able to multitask as the office covers the statutorily duties of County Clerk, Election Commissioner, Register of Deeds and attend sessions/record keeper of the County Board of Commissioners.

Application and job description may be obtained from and returned to the Boone County Clerk, 222 South 4th Street, Albion, Nebraska, 68620-1247.

Applications will be taken until October 8, 2021 or until the position is filled.

This position is subject to a veteran's preference. Boone County is an EEOE.

Sarah Robinson

Boone County Clerk

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