

# **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 November 12, 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**

**7-9C ZNEZ**