

# **HELP WANTED**

## **BOONE COUNTY ASSESSOR'S OFFICE**

### **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, be able to perform accurate mathematical/accounting calculations; must like working with numbers; be proficient in proof reading; be able to create and use excel spreadsheets; must have computer knowledge and be able to learn computer programs quickly. There is opportunity for advancement with this position, if hired.**

**Application and job description 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, April 29, 2022.**

**This position is subject to a veteran's preference.**

**Boone County is an equal opportunity employer.**

**Office hours are Monday- Friday, 8:00 a.m. to 4:30 p.m.**

**Barb Hanson**

**Boone County Assessor**