



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 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, 68620-1258. Applications will be taken until July 22, 2022 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**

42-44c ZNEZ