



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 and be eligible to work in the United States.

Boone County offers BC/BS Health Insurance at no cost to the employee with additional benefits offered. The office has multiple job functions so multi-tasking is essential. Successful applicant must be able to perform basic math skills, have neat penmanship and the ability to interact with the public is a must.

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 position is filled.

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

**Sarah Robinson
Boone County Clerk**

48-50c ZNEZ