



HELP WANTED



FULL TIME POSITION

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

Applicants should have experience in customer service, strong communication, attention to detail, and the ability to adapt to new situations. This position would offer \$13-14 per hour based on experience.

Boone County offers BC/BS Health Insurance at no cost to the employee with additional benefits offered.

All applicants must be eligible to work in the United States.

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

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