

JOB POSTING

POSTING DATE: February 16, 2016

JOB TITLE: CLERK I

JOB DESCRIPTION:

Office Clerk duties, Accounts Payable & Monthly Payroll and some Election duties.

RECOMMENDED QUALIFICATIONS:

Knowledge in computer programs such as word and excel and misc. office equipment.

Experience in Accounts Payable and Payroll preferred but not required.

Hours: The Courthouse hours are 8:30 a.m. to 4:30 p.m. You will be required to work some additional hours during Elections.

Pay: Beginning pay will be \$2,019.86 month, with pay increases at 3 months and 6 months at completion of probation.

Contact Name: Carrie Miller, County Clerk
(402) 225-4361

Closing Date: February 27, 2016