

Appraisal Lister – Assessor’s Office - Saunders County – Wahoo, NE

Requirements:

- Minimum of a high school diploma or equivalent
- Two years of post-high school experience in clerical or similar field
- Valid driver’s license

Preferred Skills and Abilities:

- Experience in construction or real estate

Basic Functions:

- Assisting the head appraiser
- Field inspections and review
- Substantial interaction with the public
- Perform a variety of complex clerical tasks

Necessary Skills and Abilities:

- Knowledge and experience with Microsoft Office programs including Word, Excel, & Outlook
- Ability to learn and implement task-specific programs
- Ability to plan and meet project deadlines
- Ability to maintain sensitive and confidential information
- Ability to communicate clearly and effectively

Starting Salary \$13.63/hour (starting salary negotiable with experience), plus benefits, including family health insurance plan, retirement, sick/vacation leave. The position is Full Time, 40 hours per week.

The position will be open until filled with no decision before Feb 22, 2019.

Please submit application, resume, and 3 personal references with phone numbers to:

Saunders County Clerk
433 N Chestnut St STE 300
Wahoo, NE 68066

Saunders County supports Veterans Preference and is an Equal Opportunity Employer.

Date Posted 1/30/19