

# **JOB POSTING**

## **CLERK TYPIST I Saunders County Sheriff's Office**

**JOB TITLE:** Clerk Typist I – Saunders County Sheriff's Office - Wahoo

**JOB DESCRIPTION:** Under general supervision of the Office Manager, duties will include but will not be limited to assisting the public at the front counter, answering phones, processing mail, data entry, civil process, fee collections, and deposits, bank reconciliation, processing claims for payment and record keeping duties. This position will be a member of the bargaining unit. Applicants must have a high school diploma or equivalent. Experience in general typing and clerical work for a law enforcement agency is preferred. Typing speed at 30 wpm net; ability to ascertain VIN Inspection Certification; ability to train and become proficient on multiple software applications to include Microsoft Word, Access, Excel and QuickBooks. This is a part-time, day position with a scheduled 27-hour workweek.

**SALARY RANGE:** Salary range: \$11.06 – \$16.73, with benefits.

**APPLICATIONS can be obtained** at the front counter of the Sheriff's Office or by going on-line to [www.saunderscounty.ne.gov](http://www.saunderscounty.ne.gov). Under the "Offices" tab, click on "Sheriff's Office" and then choose the "Employment Application" icon to print the application form.

**CONTACT PERSON:** Sheriff Kevin Stukenholtz

**CONTACT ADDRESS:** 387 N. Chestnut Street, Suite 3, Wahoo NE 68066

**CONTACT PHONE NUMBER:** 402-443-3718

**DATE POSTED:** December 7, 2017

Mail or bring in applications to the attention of Sheriff Kevin Stukenholtz, 387 N. Chestnut Street, Suite 3, Wahoo, NE 68066 **by Friday, January 5, 2018.**

**Saunders County Sheriff's Office is an Equal Opportunity Employer**