

## **Account Clerk I - Register of Deeds 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

### **Basic Functions:**

- Under general supervision, performs a wide variety of complex clerical tasks
- Learn and interpret legal descriptions
- Substantial public contact.
- Ability to communicate clearly and effectively
- Operates a variety of office machines involving the use of typing skills
- 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 balance and perform transactions, calculations, and accounting tasks with accuracy and speed

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

Starting Salary \$11.22/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.

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**