

NOTICE OF POSITION VACANCY
Saunders County Clerk's Office

JOB TITLE: Office Clerk II

JOB DESCRIPTION: Under general supervision, performs a wide variety of complex clerical tasks; operates a variety of office machines involving the use of typing skills; learns and interprets rules and regulations; work involves substantial public contact.

REQUIREMENTS: Minimum of high school diploma or equivalent
At least two (2) years' experience of general office work is desirable

- This is a Full Time position of (40) hours a week, that also includes required overtime hours at certain times of the year
- Benefits include: Retirement Plan, Health Insurance, Paid Sick, Vacation Leave and paid Holidays

FINAL APPLICATION DATE: January 3, 2025 – 5:00 p.m.

EMPLOYMENT DATE: January 21, 2025 or thereafter

BEGINNING HOURLY WAGE: \$15.46 Possibly more depending on experience

EQUAL OPPORTUNITY EMPLOYER:

Saunders County does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.

APPLICATIONS may be obtained by contacting or applying in person at the –

Saunders County Clerk's Office
433 N. Chestnut Street, Suite 300
P.O. Box 61, Wahoo, NE 68066
(402) 443-8101

Posted 12.16.24 10:40 a.m.