

## Office Secretary

### Saunders County Planning & Zoning – Wahoo, NE

The Planning & Zoning office maintains the official zoning map and most current copy of the zoning regulations. We are currently looking to fill an Office Secretary position.

#### Basic Functions:

- Perform a variety of clerical tasks e.g. scheduling, building permits, deposits, meeting preparations, research & reporting
- Daily contact with general public via phone, email, and in-person
- Maintain building permits, annual reviews, conditional permits, surveys, utility permits, address assignments, cell tower escrow funds, meeting documentation
- Keep schedules, files, indexes, and calendars; type letters, documents, and reports
- Prepare monthly meeting agenda, post, and submit to newspaper in accordance with deadline
- Property ownership research for monthly meetings, prepare, and send notices to public
- Attend and record monthly meetings (usually the first Monday evening of each month)
- Prepare weekly deposits, submit monthly claims, and payroll
- Perform other tasks and duties as assigned

#### 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
- Ability to balance and perform transactions, calculations, and accounting tasks with accuracy and speed

#### Education-Experience:

- Minimum of a high school diploma or equivalent required
- Two years of post-high school experience in accounting, clerical, or similar field

The starting wage is based on knowledge and experience and ranges from \$16 - \$18/hour. Included with this position are health insurance plans, retirement, sick/vacation leave. The position is full time, 40 hours per week, Monday-Friday, 8 am-4:30 pm. **Attendance is required** for a monthly Monday night meeting.

The position will be open until filled, with no decision before March 31, 2025

Please submit an application and resume to:

Saunders County Clerk  
433 N Chestnut St STE 300  
Wahoo, NE 68066  
mpolacek@saunderscounty.ne.gov

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

Posted 3/14/2025