

****COUNTY JOB OPENING****

Register of Deeds Clerk – Assessor/Register of Deeds Office – Saunders County – Wahoo, NE

Requirements:

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

Basic Functions:

- General office data entry
- Substantial interaction with the public
- Performs 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
- Ability to balance and perform transactions, calculations, and accounting tasks with accuracy and speed

Preferred Skills and Abilities:

- Experience in construction or real estate

Starting Salary is 18.42-19.40 but 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.

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 07/22/2026