



Employment Opportunity

Adams County Clerk / Election Office

Job Title: Clerk I – Support staff for the county clerk and election office

Pay Range: \$19.50 per hour

Hours: Monday – Friday 9:00 a.m. – 5:00 p.m. with some extended hours required during election season

Additional information: This is a full time non-exempt position with full benefit package available

Examples of Work: (A position may not be assigned all the duties listed, nor do the listed examples include all duties that may be assigned.)

Clerk's Office Support:

- Works under the direction of the County Clerk or Deputy Clerk
- Direct walk in and phone traffic
- Prepare marriage licenses
- Collect payments and balance point of sale drawer
- Prepare weekly and monthly marriage license reports for submission to the credit bureau and the State of Nebraska
- Assist with accounts payable procedures including, but no limited to; the preparation of claims for the clerk and election office, checking claim accuracy from other county departments, be familiar with county spending policies, data entry in the MIPS Accounting System, distribute communication to other county offices, sending of payments to vendors both by mail and electronically

Election Office Support:

- Assist with the preparation of election supplies to be disbursed to county polling locations
- Process voter registration requests in person and electronically
- Process early voting requests in person and by mail
- Accept candidate filings and payments
- Assist at polling locations as needed throughout the county
- Assist with the recruitment of election workers for all elections
- Ability to communicate accurate information to the public in a neutral manner

Knowledge and Skills Required: (Applicants may be screened for possession of these through written, oral, performance, and/or other evaluations.)

- Proficient in Microsoft Word and Excel
- Data entry skills
- Great attention to detail and accuracy with data entry
- Filing and organization skills
- Ability to interact and communicate with the public in a professional manner
- Work with confidential data
- Ability to follow written and verbal instructions

Job Preparation Guidelines: (Entry knowledge, abilities, and/or other skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

- High school education or equivalent
 - Must be able to lift up to forty pounds
 - Must be a registered voter in Adams County
 - Must be able to work extended hours during election times. Leave is not typically granted during times when early voting is taking place in the office
 - Must have a valid driver's license and reliable transportation
-

Please submit cover letter, resume and references in person or by mail. This position will remain open until filled.

Adams County Clerk
500 W 4th St; STE 109
Hastings, NE 68901

Applicants missing required documents will not be considered