



## **ASSESSOR'S OFFICE**

300 N Saint Joseph Ave RM 204

Hastings, NE 68901

Phone: 402-461-7116

[www.adamscountyne.gov](http://www.adamscountyne.gov)

### **OFFICE CLERK** **ASSESSOR'S OFFICE**

#### **DESCRIPTION OF WORK:**

Under close supervision, hired applicant will perform a variety of general clerical duties and more specific duties to the office including but not limited to:

- Answering phones and helping customers at the front counter
- Use of a computer and office CAMA system to navigate real estate and personal property records
- Assisting with office record retention procedures
- Assisting with upkeep of property record cards for real estate
- Assisting with tax payer personal property filings
- Assisting with tax payer homestead exemption filings

#### **QUALIFICATIONS** (desired but not limited to):

- Knowledge of purpose of the Assessor's office
- Working knowledge of Windows software and Microsoft based programs
- Ability to establish and maintain good working relationships with the public
- Ability to read/understand real estate legal descriptions
- Ability to be a self-starter
- Ability to exercise independent judgement

#### **TRAINING AND EXPERIENCE:**

Any combination of training and experience equivalent to graduation from high school; one year of general clerical experience is desirable.

**Position Details:** 35 hours/week Monday-Friday 9am-5pm

**Benefits included:** Employer paid health and insurance for employee; Option for spouse/dependents

Sick Leave    13 paid holidays    Retirement Plan    Vacation Leave

**Optional Benefits:** Investment program, deferred compensation program, vision and dental plans

Applications are available in the Assessor's Office or online at <http://www.adamscountyne.gov> under the Employment section. Position will be open until filled.

Please send applications and resumes by April 26th to:

Adams County Assessor's Office  
c/o Danielle Wahl  
300 N Saint Joseph Ave RM 204  
Hastings, NE 68901

-or email to-

[dwahl@adamscountyne.gov](mailto:dwahl@adamscountyne.gov)