

## **NOTICE OF POSITION VACANCY**

**JOB TITLE:** Office Clerk

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

**FINAL APPLICATION DATE:** August 15, 2014

**EMPLOYMENT DATE:** September 1, 2014 or there after

**BEGINNING HOURLY WAGE:** \$10.89

**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 Assessor's Office  
433 N. Chestnut Street, Suite 300  
Wahoo, NE 68066  
(402) 443-5703

Applications also available by going to the following website:

<http://saunderscounty.ne.gov> and locate the application beside the Notice of Position Vacancy Office Clerk.

**CONTACT PERSON:** CATHY GUSMAN

Date Posted: August 1<sup>st</sup>, 2014