

JOB POSTING

CLERK TYPIST I Saunders County Sheriff's Office

JOB TITLE: Clerk Typist I – Saunders County Sheriff's Office - Wahoo

JOB DESCRIPTION: Under general supervision of the Office Manager, duties will include but will not be limited to assisting the public at the front counter, answering phones, processing mail, data entry, civil process, fee collections and deposits, bank reconciliation, processing claims for payment and record keeping duties. This position will be a member of the bargaining unit. Applicants must have a high school diploma or equivalent. Experience in general typing and clerical work for a law enforcement agency is preferred. Typing speed at 30 wpm net; ability to ascertain VIN Inspection Certification; ability to train and become proficient on multiple software applications to include Microsoft Word, Access, Excel and QuickBooks. This is a part-time, day position with a scheduled 27-hour workweek.

SALARY RANGE: Salary range: \$11.06 – \$16.73, with benefits.

APPLICATIONS can be obtained at the front counter of the Sheriff's Office or by going on-line to www.saunderscounty.ne.gov. Under the "Offices" tab, click on "Sheriff's Office" and then choose the "Employment Application" icon to print the application form.

CONTACT PERSON: Sheriff Kevin Stukenholtz

CONTACT ADDRESS: 387 N. Chestnut Street, Suite 3, Wahoo NE 68066

CONTACT PHONE NUMBER: 402-443-3718

DATE POSTED: November 1, 2016

Mail or bring in applications to the attention of Sheriff Kevin Stukenholtz, 387 N. Chestnut Street, Suite 4, Wahoo, NE 68066 **by Thursday, December 1, 2016.**

Saunders County Sheriff's Office is an Equal Opportunity Employer