

Adams County Clerk & Election Office

Position Title: Receptionist / Clerk I (non-exempt)

Department: Adams County Clerk and Election Office

Reports to: The Adams County Clerk

Starting Wage: \$12.00 - \$13.77 per hour based on experience

Purpose of Position: Receiving visitors in person, answering telephone calls, answering questions, and referring visitors/callers to appropriate sources for assistance.

Essential Functions

- Greet Visitors to the department, respond to inquiries, and/or refer visitors to appropriate sources for assistance.
- Answer the telephone for departmental staff, respond to inquiries, take messages, and/or refer callers to appropriate county personnel for assistance
- Prepare various departmental and county files and maintain file system
- Prepare and maintain various reports and records according to established procedure
- Provide support services to payroll, accounts payable and election staff
- Receive, sort and distribute departmental mail
- Operate standard office equipment.
- Perform other duties as directed or as the situation dictates

Essential Knowledge, Experience, and Abilities

- Thorough knowledge of and ability to utilize proper telephone etiquette
- Thorough knowledge of routine office procedures, standard clerical techniques, and office equipment
- General computer knowledge including Microsoft Office, email, data entry
- Ability to maintain files according to an established numerical or alphabetical system
- Ability to understand both oral and written instructions
- Ability to establish and maintain effective working relationships with general public, supervisors, and fellow employees

Minimum Education

- High School Diploma or equivalent

Essential Physical Demands, Attendance and Availability Requirement

- Work is generally performed indoors in an office setting
- Work duties require occasional lifting of up to forty pounds
- The ability to go up and down stairs
- Must be a registered voter residing in Adams County, Nebraska
- Minimal travel may be required; a valid driver's license and transportation is necessary, particularly during the election season
- Must maintain an acceptable level of attendance, punctuality, and availability as determined by the County; must work such regularly-scheduled hours as determined by the County; must work any required overtime, weekend, and holidays

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

The County recognizes that an individual with a disability may require an accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodations. Adams County complies with all Veteran Preference Laws.

Interested applicants must submit an application, cover letter, and resume to the Adams County Clerk's office. Adams County Employment applications are available on the Adams County website. Applications lacking the required documents will not be considered. This position will remain open until filled.

Adams County Clerk
500 W 4th St STE 109
Hastings, NE 68901-7657