



ASSESSOR'S OFFICE

500 W. 4th St, Room 107
Hastings, NE 68901
Phone: 402-461-7116
www.adamscounty.org

FULL-TIME OFFICE CLERK

ASSESSOR'S OFFICE

35 hours per week

DESCRIPTION OF WORK:

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

- Answering phones and providing customer service in office
- Use of a computer and office Computer Automated Mass Appraisal system to navigate real estate and personal property records
- Mobile Home record upkeep as well as Permissive Exemption filing upkeep
- 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
- 35 hours per week with hours of 9am -5pm, daily

QUALIFICATIONS (desired but not limited to):

- Knowledge of purpose of the Assessor's office
- Working knowledge of Windows 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
- Knowledge of IRS publication 502

TRAINING AND EXPERIENCE:

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

Applications are available in the Assessor's Office or online at www.adamscounty.org under the Employment section and will be accepted until September 13, 2019.

Please send applications, and resumes with references to:

Adams County Assessor's Office
c/o Jackie Russell
500 W 4th St Rm 107
Hastings, NE 68901