



Employment Opportunity

Adams County Clerk / Election Office

Job Title: Office Support / Reception

Pay Range: \$14.25 per hour

Hours: Monday – Friday 9:00 a.m. – 5:00 p.m. with some extended hours required

Additional information: This is a full time position with benefit package

Examples of Work: (A position may not be assigned all the duties listed, nor do the listed examples include all duties that may be assigned.)

- Works under the direction of the County Clerk or Deputy Clerk
- Stocking supply boxes with election supplies needed for polling locations
- Process voter registration requests
- Process early voting requests in person and by mail
- Assist at polling locations as needed throughout the county
- Assist with the recruitment of election workers for all elections
- Prepare marriage licenses
- Direct walk in and phone traffic
- Assist with accounts payable procedures
- All other general office duties

Knowledge and Skills Required: (Applicants may be screened for possession of these through written, oral, performance, and/or other evaluations.)

- Strong map reading skills
- Proficient in Microsoft Word and Excel
- Great attention to detail and accuracy
- Ability to interact and communicate with the public

Job Preparation Guidelines: (Entry knowledge, abilities, and/or other skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

- High school education or equivalent
- Must be able to lift up to forty pounds
- Must be a registered voter in Adams County
- Must have a valid driver's license and reliable transportation

Please submit application (available at www.adamscounty.org or the Adams County Clerk's office) **WITH** cover letter, resume and references in person or by mail. This position will remain open until filled.

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

Applicants missing required documents will not be considered