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 will 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