



Dawes County

OFFICE ASSISTANT/CLERK

JOB OPENING ANNOUNCEMENT

The Dawes Assessor's Office is seeking applications for our Office Assistant/Clerk position. This position serves in a highly visible capacity at the Dawes County Courthouse facility. The primary purpose of this position is to assist in the property valuation of Dawes County. Dawes County provides a great benefits package as well as paid holidays for full-time/qualifying employees.

Position open until filled.

Job Description:

- Provide varied clerical functions, which involve moderately complex work methods and problems.
- Application of independent judgment and interpretation of office policies and regulations.

Essential Functions:

- Maintain various filing systems and input data onto the computer, assuming responsibility for accuracy.
- Assist with the maintenance and process of personal property, Homestead Exemption Applications, real estate property and mobile home records
- Assist with permissive exemptions; homestead exemptions and property transfers
- Assist with GIS mapping.
- Perform general office duties.
- Any other duties assigned by the Assessor or Deputy Assessor

Qualifications:

- ✓ High School Graduate or equivalent
- ✓ Computer experience. MS Office.
- ✓ One year office experience.
- ✓ Type at least 40 wpm.

Job Type/Schedule/Shift Availability:

- Permanent Full-Time Position (35 hours per week)
- Weekly – Monday through Friday

Job Pay: *Starting Rate* **\$15.00 to 18.00** an Hour

Possible Wage Increase after satisfactory term of probation

How to Apply:

Required is Fully completed Application, also accepting, cover letter and resume. Applications can be picked up at or by contacting the Dawes County Assessor's Office or visiting the official Dawes County Website at:

<https://dawes-county.com/county-offices/hr-department/>.

Completed materials deliver, send, or email to:

Dawes County Assessor's Office
451 Main Street
Chadron, NE 69337
308-432-0104
assessor@dawescounty.ne.gov

Or to: Dawes County Human Resources Office
250 Main Street Suite 13
Chadron, NE 69337
308-432-8930
humanresources@dawescounty.ne.gov

Job related questions contact Assessor Office at 308-432-0104

*Dawes County is an Equal Opportunity Employer. All positions with Dawes County Government are subject to Veterans Preferences.
To request reasonable accommodations, contact Dawes County Human Resources*

Disclaimer:

This job description is not intended to be an exhaustive list of all responsibilities, activities, skills, requirements, working conditions etcetera, associated with performing the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise or require new/different tasks, duties, responsibilities and activities be performed as assigned at any time with or without notice.