



Dawes County

RECORDING CLERK/ELECTION ASSISTANT

JOB OPENING ANNOUNCEMENT

The Dawes Clerk's Office is seeking applications for our Recording Clerk-Election Assistant position. This position serves in a highly visible capacity at the Dawes County Courthouse facility. The primary purpose of this position is to be responsible for data entry relevant to legal documents submitted for recording to public record for 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.
- Data entry input relevant to legal documents submitted for recording to public record using the Register of Deeds computerized program.

Essential Functions:

- Prepare a deposit of fees collected for recorded documents; balance Clerk's account and fees collected on a monthly basis.
- Prepare a written report detailing fees collected and remitted to the County Treasurer and the State of Nebraska.
- Track/prepare various reports available via Register of Deeds computerized program; transmit child support payments/retirement reports.
- General housekeeping of the vault and contents, attend trainings as required and be able to assist with Elections.
- Assist with issuing Marriage Licenses.
- Perform general office duties.
- Due to complex responsibilities, any other duties as assigned by the Clerk or Deputy Clerk

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 **\$16.00** an Hour

Possible Wage Increase after satisfactory term of probation

How to Apply:

Fully completed Application is required, supporting materials (i.e.), cover letter and resume if desired. Applications can be picked up at or by contacting the Dawes County Clerk'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 Clerk's Office
451 Main Street
Chadron, NE 69337
308-432-0104
clerk@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 Clerk's Office at 308-432-0100

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.