

HELP WANTED

The Madison County Clerk's office is currently accepting applications for the position of Office Clerk. Full-time. Education - High School Diploma or GED. Benefits - Health Insurance, Employee Assistance Program, Life Insurance, Paid Time Off, 401(k).

Assist in all office duties as assigned by the County Clerk. Will also assist the public at the counter. Draft, proofread, and prepare various documents as requested. Considerable knowledge of accounting and computer systems, and ability to efficiently operate personal computers and business software, and software specific to Madison County. Equal Opportunity Employer. This position is subject to veteran's preference.

Hours: 8:00 A.M. to 5:00 P.M. - Monday through Friday

Salary: \$12.00 to \$14.50 /hour

Applications and job description are available at the County Clerk's office. Please send letter of introduction, resume, and completed application to:

Madison County Clerk
Anne M. Pruss
P.O. Box 290
Madison, Nebraska 68748
Phone: 402-454-3311 Ext. 136

Applications must be received in the Madison County Clerk's office on or before 5:00 p.m. on or before August 7, 2020.