

FULL-TIME POSITION at COUNTY CLERK OFFICE

A full-time position is available at the Office of the Richardson County Clerk. Communication skills and computer/data processing knowledge will be essential for the position. Any experience with payroll processing and understanding legal descriptions of real estate parcels would be beneficial, but not required. This position would also assist with elections conducted in Richardson County.

Salary will be determined on skills and experience. The position also provides for an excellent benefit package.

Applications and/or resumes will be accepted at the Office of the Richardson County Clerk, Room 203, Courthouse, 1700 Stone Street, Falls City, NE 68355 until 5:00 p.m. on Wednesday, April 16, 2025.

Application forms are available on the Richardson County website, www.richardsoncountyne.gov or can be obtained at the County Clerk's Office.

Richardson County is an Equal Opportunity Employer.