

Sheridan County Treasurer's Office Job Posting
301 E 2nd St,
Rushville, NE 69360

Posting Date: December 6, 2024

Job Title: Office Clerk - This is a full-time position (35) hours per week with benefits available.

Clerk Responsibilities:

- Greet customers.
- Filing, Faxing, and Scanning.
- Provide customer service and resolve queries over the telephone.
- Sort and process incoming and outgoing mail.
- Process motor vehicle titles, registrations, driver's licenses and real estate tax payments.
- Count money, add checks, and make sure daily transactions balance.
- Other office duties that may be asked of you by your supervisor.

Required Qualifications:

- High School diploma or equivalent.
- Strong computer skills and knowledge of Microsoft Office.
- Great customer service.
- Desire to be proactive and create a positive experience for others.
- Time management and organizational skills.
- Attention to detail.
- Office and money handling experience.

Hours: Monday thru Thursday 8:00-4:30 and Fridays 8:00 – 1:00.

Closed all major holidays, including the day after Thanksgiving and Arbor Day.

Pay: DOE with an increase after a 6-month satisfactory introductory period.

Contact: Renee E Thies, Treasurer

Daytime Telephone: 308-327-5651

Email: treasurer@sheridancounty.ne.gov

Application Instructions: Please stop in, call, or email for an application. All applications must be filled out and signed to be considered for the job opening.

Closing Date: Applications will be accepted until the position is filled.

Sheridan County is an equal opportunity employer and subject to Veteran's Preference.