

Job Posting for Office Assistant for Nemaha County Clerk's office

Posting date: November 8, 2018

Hours: 8:00 a.m. – 5:00 p.m., Monday-Friday (some overtime is required and also travel out of county for trainings)

Pay: \$15.14 per hour until probation ends (3 months)

Reporting to: Joyce Oakley, Nemaha County Clerk

Application & resume instructions: Submit to Nemaha County Clerk, 1824 N St Courthouse 201 Auburn NE during normal business hours

Closing Date & Time: 5:00 p.m., Friday, November 30, 2018

Duties include: Knowledgeable in the following areas: computer software excel, word and on-line programs and variety of computer programs; accounts receivable; accounts payable; customer service; 1 year of general office knowledge that would include standard office equipment, including but not limited to fax machine, photocopier, ten key adding machine, typewriter.

Education: High School Diploma or equivalent, supplemented by courses in bookkeeping, typing or equivalent job experience.

Physical Demands: Normal office hazards - prolonged sitting and stooping, must be able to lift at least 25 lbs. and climb a ladder

Veterans Preference: Position is subject to veteran's preference, EOE Employer/Disabled

Nemaha County
Equal Employment Opportunity Employer
[EXCLUDES CRIMINAL HISTORY INQUIRY]

Application for Employment

This application is good for 60 days or until the position is filled.

Nemaha County assures equal employment opportunity to applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, age, marital status, pregnancy, mental or physical disability, genetic information, religion, military status, or any other prohibited basis of discrimination, as provided under applicable state and federal law.

FEDERAL LAW OBLIGATES US TO PROVIDE REASONABLE ACCOMMODATION TO THE KNOWN DISABILITIES OF APPLICANTS AND EMPLOYEES, UNLESS TO DO SO WOULD POSE AN UNDUE HARDSHIP. PLEASE FEEL FREE TO LET US KNOW IF YOU NEED AN ACCOMMODATION TO COMPLETE THE APPLICATION PROCESS OR TO PERFORM ANY ESSENTIAL ELEMENTS OF THE POSITION SOUGHT.

Type of Work Desired (CHECK ALL THAT APPLY):

Full-Time ☐ Part-Time ☐ Regular ☐ Temporary ☐

Have you ever been employed here before? ☐ Yes ☐ No If yes, give date: _____

Have you filed an application here before? ☐ Yes ☐ No If yes, give date: _____

Applicant's Name (Last, First, Middle Initial): _____

Street Address: _____

City, State, Zip Code: _____

Home Telephone Number: _____ Work Telephone Number: _____

Position Applied For: _____ Date Available for Work _____

How did you learn about the job you have applied for? (Be specific as to the source.) _____

Are you legally authorized to work in the United States? ☐ Yes ☐ No

If hired, you will be required to submit documents sufficient to establish employment authorization and identity in compliance with the Immigration Reform and Control Act of 1986. While you need not provide this proof of citizenship or immigration status at the time you are interviewed, please be prepared to assure us that you can do so immediately upon being hired if you receive an offer of employment.

This position is subject to a veterans preference. Are you eligible for and requesting a veterans preference? ☐ Yes

[A veteran requesting preference must submit with his/her Application for Employment a copy of the veteran's Department of Defense Form 214. A spouse of a veteran requesting preference must submit with his/her Application for employment a copy of the veteran's Department of Defense Form 214, a copy of the veteran's disability verification from the United States Department of Veteran Affairs demonstrating a 100 percent permanent disability rating, and proof of marriage to the veteran.]

EMPLOYMENT RECORD

List below the positions you have held, starting with your present employment. If more than one position or classification has been held with a given organization, list each position or classification as a separate period of employment. Under "Specific Duties," describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities. Please be complete. Your employment history may be verified by contacting previous employers. Volunteer, military, or unpaid experience will be evaluated in the same manner as paid employment and should be entered in the same manner. If you need more space, attach a separate sheet of paper. Please exclude organization names that indicate, for example, race, color, religion, sex, disability, or national origin.

Employment Information	Description of Duties
Employer/Kind of Business	Position Title
Street Address	Specific Duties
Immediate Supervisor/Title	Telephone Number
Dates of Employment (Month/Year) From: _____ To: _____	Hourly Rate/Salary Starting: _____ Final: _____
Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
Reason for Leaving	
Employment Information	Description of Duties
Employer/Kind of Business	Position Title
Street Address	Specific Duties
Immediate Supervisor/Title	Telephone Number
Dates of Employment (Month/Year) From: _____ To: _____	Hourly Rate/Salary Starting: _____ Final: _____
Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
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Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
Reason for Leaving	

EDUCATION/SKILLS RECORD

Please list education or specialized experience that relates to the position(s) for which you are applying. Exclude names or terms that indicate, for example, race, color, religion, sex, disability, or national origin.

Circle Highest Grade Completed: 6 7 8 9 10 11 12

College: 1 2 3 4 5 ____ Did You Graduate? ____ Yes ____ No

Post- High School	Name of School	From	To	Major	Degree Type
College/University					
Graduate School					

If required by the job you have applied for, have you had training/course work or experience in (please check those that apply):

- ☐ Typing ☐ Word Processing ☐ Data Entry ☐ PC/Computer Terminal
☐ Calculator/Adding Machine ☐ Dictation Equipment ☐ Shorthand/Speedwriting

Please list any other types of equipment you can operate or skills you possess, which you feel would be an asset in the position for which you are applying: _____

LICENSES AND CERTIFICATES

If a license, certificate, or other authorization to practice a trade or profession is required for the position for which you are applying, complete the following questions:

Name of Trade or Profession	License Number
Granted by	City and/or State
Specialty	Licensed From: To:

APPLICANT'S STATEMENT

These answers are true and complete to the best of my knowledge. I understand that any false, omitted, or misleading information in connection with this application or during the interview process will result in rejection of my application or termination of my employment if I am hired, regardless of when discovered.

I also understand that any offer of employment may be conditioned upon a health evaluation by a doctor selected by the County to determine whether I can perform the job duties. In addition, I understand a drug or alcohol test may be required, depending upon County policy. I authorize the County to make a thorough investigation of my past employment, education, criminal history, job-related activities, and other relevant background information, and I release from all liability all persons, companies, and corporations providing such information, either in writing or orally. I also indemnify this County against any liability that might result from making such investigation.

Additionally, I authorize the County to supply my employment record, in its sole discretion, in whole or in part, to any prospective employer, government agency, or other party with an interest that the County deems appropriate.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between Nemaha County and myself for either employment or for the providing of any benefit arising from employment. No promises regarding employment have been made to me. I understand that if an employment relationship is established, I have the right to terminate my employment at any time and Nemaha County retains the same right, regardless of any oral representations to the contrary. Any changes in this "at will" employment relationship must be made in writing and approved by the County Board.

**SIGN
HERE**

Applicant's Signature (Use Ink)

Date

NOTE: UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.

Job Description
Nemaha County Clerk's Office
Office Assistant/Election Specialist

Essential Functions

Performs administrative support functions requiring the exercise of considerable independent judgement, a high level of confidentiality, and thorough knowledge of Nemaha County's procedures and policies.

Utilize a variety of computer programs in the preparation of documents and records

Prepares, compiles, and maintains a variety of confidential and complex records, reports correspondence, memos, agendas, purchase orders, and other documents

Creates, maintains and updates a complex file system of records and reports and ensures accuracy of same.

Perform customer service duties at the counter, answering questions, and prepare miscellaneous documents.

Utilizes a wide variety of standard office equipment in performance of duties like fax machine, photocopier, calculator, typewriter, personal computer and other general office equipment.

Answers the telephone, directs calls to appropriate personnel, takes accurate messages, provides information and assistance.

Processes incoming and outgoing mail according to procedures.

Balances receipts with cash, maintains daily balance book, receives and verifies deposits, and handles insufficient check collections according to established procedures.

Prepares invoices, expense claims, payrolls, and warrants and compiles financial data and claims.

Maintains records and submits monthly, quarterly, and yearly reports.

File and process fees for Register of Deeds documents.

Performs other duties as directed or as the situation dictates.

Essential Knowledge, Experience and Abilities

Thorough knowledge of business English, spelling, grammar, punctuation, and math.

Thorough knowledge of and ability to utilize general office procedures, standard clerical techniques and office equipment.

Thorough knowledge of County policies, rules, and regulations, and State Statutes.

Thorough knowledge of and experience in utilizing a variety of computer systems, hardware and software.

Ability to maintain the confidentiality of all departmental documents and transactions.

Ability to maintain departmental records, compile information, and prepare accurate reports.

Ability to work independently, prioritize work, meet deadlines, and make decisions on the basis of established procedures and policies.

Ability to communicate effectively, both orally and in writing.

Ability to understand and follow both oral and written instructions.

Ability to perform accurate mathematical calculations such as addition, subtraction, multiplication, and division using a calculator or manual calculation.

Ability to maintain cooperative working relations with fellow employees, supervisors, governmental officials and general public.

Essential Education, Certifications and Licenses

High school education or equivalent, supplemented by courses in bookkeeping and typing, or equivalent job experience.

Essential Physical Demands Typical Working Conditions

Work is generally performed indoors in an office setting and requires bending, lifting, and carrying various office supplies and equipment. The use of a ladder may be required in retrieving items from high shelves.

Work may be stressful when dealing with irate citizens and/or meeting deadlines.

Normal office hazards are encountered, i.e., prolonged sitting and stooping.

Essential Attendance and Availability Requirements

Must maintain an acceptable level of attendance, punctuality, and availability as determined by the County; must work such regularly-scheduled hours as are determined by the County; must work any required overtime, any declared emergency, weekends and holidays.

Must travel as required.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The County recognizes that an individual with a disability may require an accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodations.