



Adams County Clerk
500 W 4th St; STE 109
Hastings, NE 68901
Phone: 402-461-7107
www.adamscounty.org

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Deputy Clerk
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EMPLOYMENT OPPORTUNITY ADAMS COUNTY CLERK'S OFFICE RECEPTIONIST & OFFICE SUPPORT

The Adams County Clerk's Office serves both the employees of Adams County as well as the public. This office is in charge of employee payroll, accounts payable, county inventory, plays a roll in county budget preparations, recording of all County Board of Commissioners Minutes, Resolutions and Board of Equalization records. This office services the public by issuing marriage licenses, filing military discharge records and authorizing special designated liquor license applications. The Adams County Clerk also assumes the role of the Adams County Election Commissioner. Election duties may include registering the public to vote, maintaining all voter files, assist with election preparation (*may be required to lift up to 40 lbs*), recruiting and placing poll workers and assisting early voting requests via walk in traffic or by mail. Extended hours may be required during the election season and will be required on election nights. A valid driver's license and reliable transportation are required as employees from the Adams County Clerk's office may be dispatched out to polling locations during election days. It is required that employees be a registered voter in Adams County.

Position Available: Front desk receptionist / office support staff

Hours: Monday – Friday 9:00 am to 5:00 pm. Extended hours may be required during certain times of the year

Benefits: Full benefit package including 100% paid insurance for employees, county funded HRA plan, group discounted vision and dental insurance available, twelve paid holidays, vacation and sick leave.

Compensation: \$13.77 per hour

We are looking to hire an individual to perform receptionist duties while offering general office support. Duties will include the following:

- Answering phones and directing calls accordingly to various county offices and staff members
- Assist walk in traffic and directing them to the appropriate county office

- Issuing of marriage licenses and submitting monthly marriage license reports to the state
- Processing and maintaining voter registrations
- Provide support for accounts payable staff
- Assist in the recruitment of county election workers
- Log and balance daily point of sale transactions
- Filing of county surveys
- General office duties

**Please submit Adams County Employment Application (available at www.adamscounty.org or in the clerk's office)
WITH cover letter, resume and references in person or by mail to:**

**Adams County Clerk
500 W 4th St Ste 109
Hastings, NE 68901**

**Applicants missing required documents will not be considered. Position will remain open until filled.
Adams County complies with all veteran preference laws and is an equal opportunity employer.**