

Office Clerical

The Stanton County Clerk's office is accepting applications for a full-time employee to work with accounts payable, payroll, and other office duties. Applicants must have above average secretarial and computer skills, communication skills, time management skills, and work ethic skills. Experience in real estate abstract work and knowledge of real estate legal descriptions helpful.

Applicants must be able to function in a busy office environment.

Benefit package includes health insurance, retirement and paid holidays. Regular hours 8:30AM to 4:30PM, Monday to Friday. Pay \$18 hour (occasional overtime).

Contact the Clerk's office for an application to be mailed, emailed or picked up. Application forms are also available on the county website.

Return completed applications to the Stanton County Clerk.

Stanton County Clerk
804 Ivy St, PO Box 347
Stanton NE 68779
Email: clerk@stantoncountyne.gov
Website: stantoncounty.nebraska.gov