

FULL-TIME POSITION

Applications are being accepted for a full-time, administrative position in the Cherry County Clerk's Office. Duties will include, but not limited to the following: land record indexing and recording, account bookkeeping, election duties as assigned, and secretarial & reception activities of the office. This position requires basic accounting, computer, record keeping, and organizational skills. Accountability and excellent public relations skills are essential. Experience is preferred, but a willingness and aptitude to learn may be substituted. This position is eligible for insurance, retirement, and paid time-off benefits. Applications are available in the Cherry County Clerk's Office and can be submitted in person or by mail. Applications accepted until the position is filled. Send application and/or resume to: Samantha Leonard 365 N Main St #5, Valentine, NE 69201.