

THE HAMILTON COUNTY CLERK'S OFFICE is accepting applications for an Election Clerk/Office Assistant starting March 30, 2021 thru April 13, 2021 for a part time/full position. Hours will be 8:00 a.m. – 5:00 p.m. four days a week Monday/Wednesday/Thursday/Friday, full time during Election. Computer experience preferred. Must be able to lift approximately 50 pounds, excellent customer service skills, work ethic, phone skills, able to work extra hours/days when needed, able to multitask, and have the ability to process detailed work. Applications may be picked up at the Hamilton County Clerk's Office 1111 13th Street, Suite 1, Aurora NE 68818 or download from the County web-site at <https://hamiltoncountyne.com>. Applications and resumes with references must be returned to the Hamilton County Clerk or emailed to clerk@hamilton.net for consideration until the position is filled. For questions contact Jill M. DeMers Hamilton County Clerk at 402-694-3443. Please return your application by April 13, 2021. Hamilton County is an Equal Opportunity Employer. This position is subject to a Veteran's preference.