

JOB OPENING IN LINCOLN COUNTY REGISTER OF DEEDS

(Accepting Applications until position is filled)

Position:

Full time Clerk (Monday thru Friday 9 a.m.-5 p.m.)

Salary:

14.00 per hour starting salary (working 35-hour week)

Does include insurance benefits, retirement, paid holidays, & earned sick and vacation hours.

Job Description: Real Estate Clerk

Real estate knowledge is a plus but will train the right person. Responsibilities will include answering phones, assisting co-workers and working with the public so great customer service is required. Computer knowledge a must with typewriter use a plus. Must be able to work well with co-workers and the public. Willing to be a team player and learn different positions to fill in where needed Lincoln

Please complete the Application from the Lincoln County Website <https://lincolncountyne.gov/> OR at the Lincoln County Register of Deeds's Office in the Courthouse, and return to Lois Block, Register of Deeds in the Lincoln County Courthouse, 301 North Jeffers, North Platte, NE 69101. If you have questions regarding this position, please contact Lois Block at 308-534-4350 ext. 4191. Position will remain open until filled.