

Office of
Lincoln County Treasurer
Alex Gurciullo
Sheri Newton - Deputy



301 North Jeffers, Room 102
North Platte, NE 69101-3997
308-534-4350 Ext. 4125

JOB OPENING LINCOLN COUNTY TREASURER'S OFFICE

Accepting applications through **9/27/2024**

Motor Vehicle Clerk – full time
Monday thru Friday 9:00am – 5:00pm
\$16.50/hour, 35 hours/week
Position available at the beginning of January.

Benefits include: health insurance, vision and dental plans, retirement, and more.

Job Requirements:

- High school diploma/GED.
- Would prefer applicants with post-secondary education, but not required.
- Valid driver's license.
- No criminal record or history of criminal acts.
- Maintain professional communication skills with other employees and customers.
- Experience preferred but not required, will train the right individual.

Job Duties:

- Work with customers at the counter to facilitate motor vehicle processes.
- Responsible for data entry into software for the purpose of creating transactions for titling, registering vehicles/boats/trailers/atv/etc.
- Answering the phone and assisting customers with information.
- Able to count back cash and balance a cash drawer with accuracy.
- Organized record keeping
- Standing for extended periods of time and lifting boxes of 25 pounds.

Successful candidate must be flexible to a wide variety of duties in addition to the ones listed above. This job requires continued learning on a regular basis since the State of Nebraska Motor Vehicle Laws are in a constant state of evolution.

***Applications can be found online at www.lincolncountyne.gov or the Lincoln County Treasurer's Office in the courthouse, 301 N Jeffers, Room 102, North Platte, NE 69101.**

****Current resume required.**