

Office of  
**Lincoln County Treasurer**  
**Sheri Newton**  
Liz Andersen - 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 2/21/2025

Motor Vehicle Clerk – full time  
Monday thru Friday 9:00am – 5:00pm  
\$16.00/hour, 35 hours/week  
Position available immediately.

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

Job Requirements:

- High school diploma/GED.
- Valid driver's license.
- No criminal record or history of criminal acts.
- Maintain professional communication skills with other employees and customers.
- Customer Service 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](http://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.**