

BUFFALO COUNTY CLERK
Full-Time Office Assistant / Records Clerk

Reports to: Buffalo County Clerk

FLSA Status: Non-exempt

Position Summary:

This position provides administrative and records support for the Buffalo County Clerk's Office. Duties involve public-facing services, statutory recordkeeping, and general office support. Responsibilities may change based on departmental needs.

Primary Job Duties:

- Draft and maintain County Board meeting minutes
- Issue marriage licenses
- Track property valuation protest filings
- Manage liquor, tobacco, and waste hauler licenses and permits
- Maintain and oversee filing systems
- Assist with Veteran Service Committee meetings
- Perform general office and administrative duties as needed

Starting Wage:

\$19.00 per hour, with higher starting pay considered based on experience.

Minimum Qualifications and Essential Abilities:

- Strong oral and written communication skills
- Customer service experience
- Proficiency in Microsoft Word, Excel, and Outlook
- Ability to operate a multi-line phone system
- Ability to efficiently operate a personal computer and learn County-specific software
- Ability to perform effectively under pressure and in stressful situations
- High degree of accuracy with strong research and recordkeeping skills
- Ability to lift up to 40 pounds

Application Process:

This position will remain open until filled. First review of applications will begin on February 23, 2026.

Applications are available under the **Employment** tab on the Buffalo County website.

A completed application, resume, and cover letter may be submitted by mail or in person to:

Buffalo County Clerk
1512 Central Avenue
P.O. Box 1270
Kearney, NE 68848