

Full-time Clerical Position-Buffalo County

Purpose:

Read complex legal descriptions and accurately identify parcel numbers for deeds and other legal documents. Create maps using GIS to update office statistics. Answer phones and interact with the public with a positive and professional demeanor.

Essential Functions:

- Review documents for accuracy and attention to detail and file to appropriate place.
- Maintain the confidentiality of documents and transactions.
- Check computer for accuracy of Form 521 data entered into our system.
- Answer phone and direct caller to appropriate person.
- Scan documents into computer system
- Send out letters/forms to specific organizations throughout the year as needed.
- All daily tasks as assigned by Assessor.

Essential Knowledge, Experience and Abilities:

- Thorough knowledge of modern office practices, procedures, and equipment.
- Willingness to be part of the team.
- Ability to operate computer programs: Excel, MIPS, Pictometry, GIS, & One Note
- Ability to perform assignments with accuracy & attention to detail (record card, excel reports, filing and system reports).
- Ability to read surveys, GIS mapping, cadastral maps and legal descriptions.
- Ability to communicate openly and honestly to interact with customers to address their concerns, questions, and assist them if possible.
- Ability to communicate openly and honestly work up the chain of command, receive instruction from the assessor or immediate supervisor.
- Ability to work with little to no supervision and to establish and perform work patterns and priorities with minimal direction.
- Ability to make independent operating decisions based upon experience and knowledge of departmental operations.
- Ability to make accurate arithmetical computations.
- Ability to maintain the confidentiality of departmental information.

Essential Education, certification, and/or licenses:

- High School Diploma/ GED
- Valid driver's license and good driving record to use county vehicle.

Essential Physical Demands and Typical Working Conditions:

- Work is performed indoors and going from office to office as needed.
- Work will require sitting at office desk working on computer for extended periods of time
- Work will require using stairs as needed.
- Work will require routinely lifting and carrying up to 20 pounds.
- Work duties may be stressful at times due to interacting with the general public and working under deadlines.

Essential Attendance and Availability Requirements

- Must maintain an acceptable level of attendance.
- Must be punctual.
- Must be available to work as determined by the County.
- Must work regularly-scheduled hours as are determined by the County.
- Must work any required overtime, weekends, and holidays.
- Must have good hand eye coordination and good vision.

Work schedule

8am-5pm, Monday – Friday, 40 hours per week

Starting wage – 17.22 per hour depending on experience

Buffalo County offers a comprehensive benefit package to full time employees including health insurance, generous retirement program, and access to a variety of other benefits such as family health, vision, dental, and life insurances. Employees will be eligible for paid vacation, sick leave, and holidays.

An applicant must be able to comply with all physical requirements of the position and must pass a detailed background check

Application Submission:

Please submit a complete application, resume, and cover letter to:

Buffalo County Assessor

1512 Central Avenue

PO Box 1270

Kearney, NE 68848

Applications can be found on the Buffalo County Website: www.bufalocounty.ne.gov/employment

Position will remain open until filled. First review of applications will be April 15, 2024.

EOE/AA/Veterans Preference

Accommodations for individuals with disabilities are available upon request. Please contact the ADA Coordinator at (308) 236-1224 at least 48 hours prior to the meeting or the activity you would like to attend, or 48 hours before the date you need to access our facilities or services, if accommodations are required.