

Part-Time Office Assistant - Buffalo County Public Defender

The Buffalo County Public Defender's Office is seeking a part-time office assistant.

Candidates must be available to work part time 1-5 M-F in a professional office environment. Starting pay is \$18.00 per hour.

This position will close on or before March 15, 2025. Applications will be reviewed promptly and candidates selected for an interview will be notified via their provided email address.

Applicants must fully complete the Buffalo County Application for Employment, provide a cover letter, and contact information for professional references. Incomplete applications will not be considered. All finalists will be subject to a thorough background check. Applications and required material should be mailed to Attn: Advertisement at PO Box 605 Kearney, NE 68848 or emailed in PDF form to jwirth@buffalocounty.ne.gov.

An ideal candidate will be able to demonstrate the following skills:

- Experience in accurate data entry and maintenance.
- Strong, professional organizational skills.
- Excellent communication skills.
- Attention to detail and advanced editing/proofreading skills.
- An ability to work under narrow parameters as well as an ability to be a self-starter when needed.
- Experience managing deadlines, multitasking, and balancing the completion of routine daily tasks.
- A willingness to maintain confidentiality, to assist coworkers when needed, and to cope with occasionally high-stress situations.
- Strong computer skills including proficiency in Microsoft Word, moderate skills in Microsoft Excel, experience with managing digital records/files, and the ability to quickly and efficiently learn new software.
- A willingness to ask questions, accept feedback, and a desire to learn.

All applicants should address in their cover letters what makes them the ideal candidate for the position and what each applicant hopes to find in an ideal employer.

Buffalo County is an Equal Opportunity, Affirmative Action, Veteran's Preference employer. Candidates wishing to request a veteran's preference should indicate so in their application and provide the appropriate supporting documentation. Formal employment application paperwork is available at <https://www.buffalocounty.ne.gov/Article/JOB-APPLICATION>