

Cheyenne County Clerk of the District Court is seeking a qualified full-time Records Clerk. Applicant must have excellent ability to work with the public, to multitask, and ability to adapt to constant change. Must be detail oriented. Confidentiality is crucial. The position requires typing skills, computer skills (Microsoft applications), data entry skills, balancing cash daily, experience in following oral and written instructions. Salary starts at \$15/hour; increase is negotiable for experience. Benefit package available in addition to salary.

Cheyenne County is an Equal Employment Opportunity Employer. This is a veterans' preference position. Applicants with disabilities are encouraged to request necessary accommodations in the application process. ADA inquiries should be directed to Paul B. Schaub, Cheyenne County Attorney, 1212 Jackson Street, P.O. Box 217, Sidney, Nebraska 69162. Phone (308) 254-6060.

Applications and job description are available at the Cheyenne County Clerk of the District Court's Office at 1000 10th Avenue, Sidney, NE 69162 or at www.cheyennecountyne.net (click on Employment Opportunities).

Please mail, e-mail, or deliver your cover letter, application, and resume to:

Mindy Wiegand
mindy.wiegand@nebraska.gov
Clerk of the District Court Office
1000 10th Ave.
P.O. Box 217
Sidney, NE 69162

Position is open until filled. Application deadline is January 6, 2023.