

Cheyenne County Treasurer is seeking a qualified full time clerk. Applicant must have excellent ability to work with the public, to multitask and ability to adapt to constant change. Attention to detail is a must! The position requires bookkeeping, clerical duties and computer experience. Salary starts at \$17/hour. 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, NE 69162. Phone (308) 254-6060.

Applications and job description are available at the Cheyenne County Treasurer'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:

Shelley Bowlin
treasurer@cheyennecounty.net
Cheyenne County Treasurer
1000 10th Ave.
P.O. Box 217
Sidney, NE 69162

Position is open until filled. Application deadline is September 30, 2024.

JOB DESCRIPTION-CLERK

A. MAJOR DUTIES

THIS IS ROUTINE CLERICAL WORK FOLLOWING ESTABLISHED METHODS AND PROCEDURES. ASSIGNMENTS ARE USUALLY OF SHORT DURATION AND THE NEED FOR ACCURACY IS IMPERATIVE. WORK MAY INVOLVE THE USE OF SIMPLE OFFICE MACHINES INCIDENTAL TO REGULAR ASSIGNMENTS.

B. TYPICAL EXAMPLES OF WORK-SPECIFIC DUTIES BUT NOT LIMITED TO THE FOLLOWING:

1. ANSWER PHONES
2. WORK WITH PUBLIC
3. COUNT MONEY AND BE ABLE TO MAKE CHANGE
4. BEING ABLE TO CLIMB LADDERS, PULL PLATES, RESTOCK PLATES
5. STANDING FOR MANY HOURS AND STAYING UNTIL ALL CASH DRAWERS ARE BALANCED
6. WORK WITH:
 - MOTOR VEHICLE REGISTRATION & TITLING
 - DRIVERS LICENSE
 - SALES TAX
 - REAL ESTATE AND PERSONAL PROPERTY TAXES
 - LICENSE BOATS
- 9 LEARN TO ENTER DATA IN STATE COMPUTER AND IN HOUSE COMPUTER PROGRAMS
- 10 ALPHABETICAL AND NUMERICAL FILING
- 11 POST, SORT AND SEND MAIL
- 12 DAILY BALANCING OF CASH DRAWERS

C. QUALIFICATIONS FOR THE JOB

ANY COMBINATION OF TRAINING AND/OR WORK EXPERIENCE THAT WILL ENABLE THE APPLICANT TO POSSESS THE REQUIRED KNOWLEDGE AND SKILLS TO HELP PERFORM THE JOB.

D. REQUIREMENTS:

1. FOLLOW DIRECTIONS AND WILLINGNESS TO LEARN
2. HAVE KNOWLEDGE OF COMPUTERS, COPIERS, AND CALCULATORS
3. ACCURACY AND ATTENTION TO DETAIL
4. CUSTOMER SERVICE EXPERIENCE

E. PHYSICAL REQUIREMENTS

BENDING, STANDING, LIFTING HEAVY BOXES OF PLATES (52LBS), CLIMBING LADDERS, PULLING PLATES, RESTOCKING PLATES & CARRYING /LIFTING BOOKS.

CHEYENNE COUNTY
Equal Employment Opportunity Employer

Application for Employment

This application is good for 30 days or until the position is filled.

Cheyenne County assures equal employment opportunity to applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, age, marital status, pregnancy, mental or physical disability, genetic information, religion, military status, gender identity, sexual orientation, or any other prohibited basis of discrimination, as provided under applicable state and federal law.

FEDERAL LAW OBLIGATES US TO PROVIDE REASONABLE ACCOMMODATION TO THE KNOWN DISABILITIES OF APPLICANTS AND EMPLOYEES, UNLESS TO DO SO WOULD POSE AN UNDUE HARDSHIP. PLEASE FEEL FREE TO LET US KNOW IF YOU NEED AN ACCOMMODATION TO COMPLETE THE APPLICATION PROCESS OR TO PERFORM ANY ESSENTIAL ELEMENTS OF THE POSITION SOUGHT.

Type of Work Desired (CHECK ALL THAT APPLY):

Full-Time Part-Time Regular Temporary

Have you ever been employed here before? Yes No _____ If yes, give date:

Have you filed an application here before? Yes No _____ If yes, give date:

Applicant's Name (Last, First, Middle Initial): _____

Street Address: _____

City, State, Zip Code: _____

Home Telephone Number: _____ Work Telephone Number: _____

Position Applied For: _____ Date Available for Work _____

How did you learn about the job you have applied for? (Be specific as to the source.)

Are you legally authorized to work in the United States? Yes No

If hired, you will be required to submit documents sufficient to establish employment authorization and identity in compliance with the Immigration Reform and Control Act of 1986. While you need not provide this proof of citizenship or immigration status at the time you are interviewed, please be prepared to assure us that you can do so immediately upon being hired if you receive an offer of employment.

This position is subject to a veterans preference. Are you eligible for and requesting a veterans preference? Yes

[A veteran requesting preference must submit with his/her Application for Employment a copy of the veteran's Department of Defense Form 214. A spouse of a veteran requesting preference must submit with his/her Application for employment a copy of the veteran's Department of Defense Form 214, a copy of the veteran's disability verification from the United States Department of Veteran Affairs demonstrating a 100 percent permanent disability rating, and proof of marriage to the veteran.]

EMPLOYMENT RECORD

List below the positions you have held, starting with your present employment. If more than one position or classification has been held with a given organization, list each position or classification as a separate period of employment. Under "Specific Duties," describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities. Please be complete. Your employment history may be verified by contacting previous employers. Volunteer, military, or unpaid experience will be evaluated in the same manner as paid employment and should be entered in the same manner. If you need more space, attach a separate sheet of paper. Please exclude organization names that indicate, for example, race, color, religion, sex, disability, or national origin.

| Employment Information | Description of Duties |
|---|--|
| Employer/Kind of Business | Position Title |
| Street Address | Specific Duties |
| Immediate Supervisor/Title | Telephone Number |
| Dates of Employment (Month/Year) From: _____ To: _____ | Hourly Rate/Salary Starting: _____ Final: _____ |
| Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> | |
| Reason for Leaving | |
| Employment Information | Description of Duties |
| Employer/Kind of Business | Position Title |
| Street Address | Specific Duties |
| Immediate Supervisor/Title | Telephone Number |
| Dates of Employment (Month/Year) From: _____ To: _____ | Hourly Rate/Salary Starting: _____ Final: _____ |
| Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> | |
| Reason for Leaving | |
| Employment Information | Description of Duties |
| Employer/Kind of Business | Position Title |
| Street Address | Specific Duties |
| Immediate Supervisor/Title | Telephone Number |
| Dates of Employment (Month/Year) From: _____ To: _____ | Hourly Rate/Salary Starting: _____ Final: _____ |
| Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> | |
| Reason for Leaving | |

| Employment Information | Description of Duties |
|---|--|
| Employer/Kind of Business | Position Title |
| Street Address | Specific Duties |
| Immediate Supervisor/Title | Telephone Number |
| Dates of Employment (Month/Year) From: _____ To: _____ | Hourly Rate/Salary Starting: _____ Final: _____ |
| Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> | |
| Reason for Leaving | |

EDUCATION/SKILLS RECORD

Please list education or specialized experience that relates to the position(s) for which you are applying. Exclude names or terms that indicate, for example, race, color, religion, sex, disability, or national origin.

Circle Highest Grade Completed: 6 7 8 9 10 11 12 College: 1 2 3 4 5 ____ Did You Graduate? ____Yes ____No

| Post- High School | Name of School | Major | Degree Type |
|--------------------|----------------|-------|-------------|
| College/University | | | |
| Graduate School | | | |

If required by the job you have applied for, have you had training/course work or experience in (please check those that apply):

- Typing Word Processing Data Entry PC/Computer Terminal
 Calculator/Adding Machine Dictation Equipment Shorthand/Speedwriting

Please list any other types of equipment you can operate or skills you possess, which you feel would be an asset in the position for which you are applying: _____

LICENSES AND CERTIFICATES

If a license, certificate, or other authorization to practice a trade or profession is required for the position for which you are applying, complete the following questions:

| | |
|-----------------------------|--|
| Name of Trade or Profession | License Number |
| Granted by | City and/or State |
| Specialty | Licensed From: To: |

APPLICANT'S STATEMENT

These answers are true and complete to the best of my knowledge. I understand that any false, omitted, or misleading information in connection with this application or during the interview process will result in rejection of my application or termination of my employment if I am hired, regardless of when discovered.

I also understand that any offer of employment may be conditioned upon a health evaluation by a doctor selected by the County to determine whether I can perform the job duties. In addition, I understand a drug or alcohol test may be required, depending upon County policy.

I authorize the County to make a thorough investigation of my past employment, education, criminal history, job-related activities, and other relevant background information, and I release from all liability all persons, companies, and corporations providing such information, either in writing or orally. I also indemnify this County against any liability that might result from making such investigation. Furthermore, I authorize the County to supply my employment record, in its sole discretion, in whole or in part, to any prospective employer, government agency, or other party with an interest that the County deems appropriate.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between Cheyenne County and myself for either employment or for the providing of any benefit arising from employment. No promises regarding employment have been made to me. I understand that if an employment relationship is established, I have the right to terminate my employment at any time and Cheyenne County retains the same right, regardless of any oral representations to the contrary. Any changes in this "at will" employment relationship must be made in writing and approved by the County Board.

**SIGN
HERE**

Applicant's Signature (Use Ink)

Date

NOTE: UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.