

Job Opening

Lincoln County Clerk/Election Commissioner

Office Clerk I

Permanent Full Time

Rate of Pay \$11.00 per hour

Excellent benefit package

Under direct supervision this position involves responsibility for performing a variety of secretarial functions such as filing, data entry, word processing and other general office duties.

This position will become familiar with, compile and maintain records, complete various required forms, answer the telephone and give routine information to the public. Must be able to operate most office machines to include computers. Perform related work as required.

Requirements: Graduation from high school or equivalent. At least one year of clerical experience. Ability to follow oral and written instructions. Ability to operate office machines, keyboarding, data entry skills, good telephone skills and good customer service skills.

Please fill out the Lincoln County Employment Application.