

**Assistant Office Manager
County Clerk & Election Commissioner Office
Lincoln County, Nebraska**

This position is within the County Clerk & Election Commissioner Office located at the Lincoln County, Nebraska courthouse in North Platte, Nebraska.

Responsibilities:

- Performs, under minimal supervision, the full range of office management and administrative support functions.
- Ensures smooth information/communication flow within the office and outside county departments as well as with the public.
- Researches, compiles and summarizes materials for reports and publications.
- Provides assistance in coordination of a variety of activities (meetings, training, etc.) special projects and events. Also provides assistance in administration of local and statewide election duties
- Orients new staff within the County Clerk & Election Commissioner's Office to administrative procedures and practices and provides general assistance to other office support staff, as required; may coordinate the work of other office support staff
- Attends meetings, prepares minutes and monitors follow up activities if required
- Responds or drafts responses to a wide range of correspondence; uses standard word processing package to produce documents and reports
- Proofreads and edits text in various documents
- Responds to information requests and inquiries
- Assists in the preparation of presentation materials using appropriate technology/software
- Performs a variety of administrative duties (office supply and equipment orders, processing claims and payroll, if required)
- Maintains files (both paper and electronic) and databases for the office
- Performs other duties as assigned

Competencies:

- **Professionalism:** Knowledge of general office and administrative support including administrative policies, processes and procedures. Good oral and written communication skills. Shows pride in work and achievements; demonstrates professional competence of subject matter; is conscientious and efficient in meeting commitments and observing deadlines; motivated self-starter; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- **Work Experience:**
 - Previous general office/clerical experience is desirable
 - Previous management experience is desirable
 - Experience working with MS Office (Excel, Word, etc.) is desirable
 - Experience with drafting and editing correspondence and meeting notes is desirable
 - Experience with organizing and managing data/records is desirable

Job Type: Full Time

Pay Rate: \$20.00 - \$29.00 per hour

Benefits: Health Insurance
Dental Insurance
Retirement (Matching)
Life Insurance
Long Term Disability Insurance
Paid Holidays
Paid Vacation
Paid Sick Leave

Schedule: 37.5 hours per week
8:30 A.M. – 5:00 P.M.
Monday – Friday
Additional hours may be required depending on deadlines.

Application Deadline: May 13, 2022 at 4:00 P.M.

Mail to: Lincoln County Clerk
301 N Jeffers Rm 101
North Platte, NE 69101

Email to: rosselbj@co.lincoln.ne.us

Deliver to: Lincoln County Clerk's Office
Courthouse – 1st Floor – West End

Application: The Lincoln County, Nebraska Application for employment is available on the Lincoln County website (www.co.lincoln.ne.us) or can be picked up at the Lincoln County Clerk's office.