

## **Sheridan County Court Seeking Records Clerk**

The **Sheridan County Court** is taking applications for a part time **Records Clerk** position. This is an entry level clerical position.

**Job Duties:** Work involves a variety of general office duties including responding to routine inquiries, filing, typing and computer functions under the supervision of the Clerk Magistrate of the Sheridan County Court.

**Knowledge, Skills and Abilities:** Requirements include typing skills, computer and data entry skills; the ability to follow oral and written instructions and strong customer service skills and good phone manners.

**Minimum Qualifications:** High school graduation or equivalent plus two years of court experience or experience in a similar office setting. Higher education may be substituted for work experience on a year for year basis. The ability to speak Spanish is preferred but not required. Successful completion of “on the job training” in JUSTICE (the statewide computer system) will be required. Beginning hourly salary rate is \$13.510. All applications must be received on or before February 21, 2018. Please go to [www.statejobs.nebraska.gov/](http://www.statejobs.nebraska.gov/) to apply.

**Applications will only be accepted through the State of Nebraska web site.**