

Join Our Team!

# WE'RE HIRING! FULL-TIME CLERICAL CLERK

FURNAS COUNTY CLERK'S OFFICE

*Make a difference. Serve your community.  
Build your future with Furnas County!*

GROW  
YOUR CAREER  
RIGHT HERE  
AT HOME!



The Furnas County Clerk's Office is accepting applications for a full-time Clerical Clerk position. This position is intended to lead to promotion as **Deputy County Clerk**.



Applicants must have strong organizational, computer, and communication skills, along with sharp attention to detail.

## JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:



Recording real estate documents



Accounts payable



Payroll



Elections

*Every day is different. Every day matters!*

## BENEFITS INCLUDE:



Paid family insurance



Life insurance



Retirement



Paid time off



Paid holidays



### HOW TO APPLY:

Applications are available on the Furnas County website at [www.furnascounty.ne.gov](http://www.furnascounty.ne.gov), by mail or email by calling the Clerk's Office at 308-268-4145, or in person at the Clerk's Office in the Courthouse.



### RETURN APPLICATIONS TO:

Furnas County Clerk's Office  
912 R St., PO Box 387  
Beaver City, NE 68926  
Email: [clerk@furnascounty.ne.gov](mailto:clerk@furnascounty.ne.gov)



WE CAN'T WAIT  
TO HEAR  
FROM YOU!

Thank you!

★ Applications will be accepted until the position is filled. ★

♥ FURNAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. ♥