

## JOB POSTING - PART TIME CLERICAL ASSISTANT

The Knox County Attorney is accepting applications for the position of a part time ( 3 days per week / 24 hours per week) Clerical Assistant. This position requires computer skills; maintaining a cooperative working relationship with other offices and the general public; the ability to utilize general office procedures, standard clerical techniques, and office equipment; the ability to work with minimal supervision; and maintaining confidentiality of all documents and transactions. Please submit resume by mailing to Knox County Attorney, P.O. Box 41, Center, NE 68724 or by email [knoxnebraskacountyattorney@gmail.com](mailto:knoxnebraskacountyattorney@gmail.com). The deadline for accepting applications is July 1, 2019. Employment will begin July 29, 2019. Knox County is an Equal Employment Opportunity Employer.