



## Job Posting

**Posting Date:** November 9, 2021

**Job Title:** Clerk-Treasurer's Office

### Job Description

This position aids in the receipt of all the revenue for Knox County, including various taxes, fees, reimbursements and fines.

### Required Qualifications

Individuals must be able to perform customer service duties at the counter such as issuing titles and registrations. Candidates must have knowledge of general office procedures and standard clerical techniques.

### Hours

Part Time Monday & Friday 8:30a-4:30p

### Pay

\$16/hr.

### Contact Name

Lori Ebel- Knox County Treasurer

### Daytime Telephone

402-288-5615

**Application Instructions** Please send resume and application to [treasurer@knoxcountyne.org](mailto:treasurer@knoxcountyne.org)

**Closing Date and Time** Job may be open until filled.