

Sherman County is taking applications for a part-time employee position with the Sherman County Treasurer's office, with room for advancement to a full time position. Ideal applicants should have an attention to detail, excellent customer service skills, handle a cash drawer, prior office experience and prior experience with Excel, Word, computer terminals/pc's, calculator, filing and phone etiquette. Duties in the Treasurer's office include collection of personal & real estate taxes, motor vehicle/boat titling, registration and renewals, collections of motor vehicle sales tax, lien notation and release, issue drivers license renewals, balancing of all daily work and filing. This position guarantees 21 hours per week but can exceed that during the busy tax season in April/May and August/September and tax statement preparation in November. Applications for employment may be picked up at the Treasurer's Office. Position will remain open until filled. Office hours are Monday thru Friday 8:30am to 4:30pm and office phone number is 308-745-1513 option 3. Submit application and resume to the Sherman County Treasurer's Office, PO Box 542, Loup City, NE 68853. The office reserves the right to interview only the most qualified candidates. This position is subject to veteran's preference. Sherman County is an equal opportunity employer.