

HELP WANTED—

The Brown County Assessor's Office is currently accepting applications for a full time office clerk. Provides excellent benefit packages. The clerk is responsible for receiving phone calls, entering data, general computer knowledge of Excel & Word programs, assisting the public & other administrative duties. Will train in the other work-related areas. Stop in at the Assessor's Office for your application or call 402-387-1621 for more information. Position open until filled. Brown County is a Equal Opportunity Employer.

BROWN COUNTY, NEBRASKA
Equal Employment Opportunity Employer

Application for Employment

This application is good for six months or until the position is filled.

Brown County, Nebraska assures equal employment opportunity to applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, age, marital status, pregnancy, mental or physical disability, genetic information, religion, military status, or any other prohibited basis of discrimination, as provided under applicable state and federal law.

FEDERAL LAW OBLIGATES US TO PROVIDE REASONABLE ACCOMMODATION TO THE KNOWN DISABILITIES OF APPLICANTS AND EMPLOYEES, UNLESS TO DO SO WOULD POSE AN UNDUE HARDSHIP. PLEASE FEEL FREE TO LET US KNOW IF YOU NEED AN ACCOMMODATION TO COMPLETE THE APPLICATION PROCESS OR TO PERFORM ANY ESSENTIAL ELEMENTS OF THE POSITION SOUGHT.

Type of Work Desired (CHECK ALL THAT APPLY):

Full-Time Part-Time Regular Temporary

Have you ever been employed here before? Yes No If yes, give date: _____

Have you filed an application here before? Yes No If yes, give date: _____

Applicant's Name (Last, First, Middle Initial): _____

Street Address: _____

City, State, Zip Code: _____

Home Telephone Number: _____ Work Telephone Number: _____

Position Applied For: _____ Date Available for Work _____

How did you learn about the job you have applied for? (Be specific as to the source.) _____

Are you legally authorized to work in the United States? Yes No

If hired, you will be required to submit documents sufficient to establish employment authorization and identity in compliance with the Immigration Reform and Control Act of 1986. While you need not provide this proof of citizenship or immigration status at the time you are interviewed, please be prepared to assure us that you can do so immediately upon being hired if you receive an offer of employment.

This position is subject to a veterans preference. Are you eligible for and requesting a veterans preference? Yes
[A veteran requesting preference must submit with his/her Application for Employment a copy of the veteran's Department of Defense Form 214. A spouse of a veteran requesting preference must submit with his/her Application for employment a copy of the veteran's Department of Defense Form 214, a copy of the veteran's disability verification from the United States Department of Veteran Affairs demonstrating a 100 percent permanent disability rating, and proof of marriage to the veteran.]

EMPLOYMENT RECORD

List below the positions you have held, starting with your present employment. If more than one position or classification has been held with a given organization, list each position or classification as a separate period of employment. Under "Specific Duties," describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities. Please be complete. Your employment history may be verified by contacting previous employers. Volunteer, military, or unpaid experience will be evaluated in the same manner as paid employment and should be entered in the same manner. If you need more space, attach a separate sheet of paper. Please exclude organization names that indicate, for example, race, color, religion, sex, disability, or national origin.

Employment Information	Description of Duties
Employer/Kind of Business	Position Title
Street Address	Specific Duties
Immediate Supervisor/Title	Telephone Number
Dates of Employment (Month/Year) From: _____ To: _____	Hourly Rate/Salary Starting: _____ Final: _____
Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
Reason for Leaving	
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Dates of Employment (Month/Year) From: _____ To: _____	Hourly Rate/Salary Starting: _____ Final: _____
Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
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Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
Reason for Leaving	

EDUCATION/SKILLS RECORD

Please list education or specialized experience that relates to the position(s) for which you are applying. Exclude names or terms that indicate, for example, race, color, religion, sex, disability, or national origin.

Circle Highest Grade Completed: 6 7 8 9 10 11 12

College: 1 2 3 4 5 ___ Did You Graduate? ___ Yes ___ No

Post- High School	Name of School	From	To	Major	Degree Type
College/University					
Graduate School					

If required by the job you have applied for, have you had training/course work or experience in (please check those that apply):

- Typing Word Processing Data Entry PC/Computer Terminal
 Calculator/Adding Machine Dictation Equipment Shorthand/Speedwriting

Please list any other types of equipment you can operate or skills you possess, which you feel would be an asset in the position for which you are applying: _____

LICENSES AND CERTIFICATES

If a license, certificate, or other authorization to practice a trade or profession is required for the position for which you are applying, complete the following questions:

Name of Trade or Profession	License Number
Granted by	City and/or State
Specialty	Licensed From: To:

APPLICANT'S STATEMENT

These answers are true and complete to the best of my knowledge. I understand that any false, omitted, or misleading information in connection with this application or during the interview process will result in rejection of my application or termination of my employment if I am hired, regardless of when discovered.

I also understand that any offer of employment may be conditioned upon a health evaluation by a doctor selected by the County to determine whether I can perform the job duties. In addition, I understand a drug or alcohol test may be required, depending upon County policy. I authorize the County to make a thorough investigation of my past employment, education, criminal history, job-related activities, and other relevant background information, and I release from all liability all persons, companies, and corporations providing such information, either in writing or orally. I also indemnify this County against any liability that might result from making such investigation.

Additionally, I authorize the County to supply my employment record, in its sole discretion, in whole or in part, to any prospective employer, government agency, or other party with an interest that the County deems appropriate.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between [Name of County] and myself for either employment or for the providing of any benefit arising from employment. No promises regarding employment have been made to me. I understand that if an employment relationship is established, I have the right to terminate my employment at any time and [Name of County] retains the same right, regardless of any oral representations to the contrary. Any changes in this "at will" employment relationship must be made in writing and approved by the County Board.

SIGN HERE

Applicant's Signature (Use Ink)

Date

NOTE: UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.



PEGGY L GROSS, COUNTY ASSESSOR
PHONE: 402-387-1621 FAX: 402-387-1621
Email-assessor@browncountyne.gov

BROWN COUNTY
ASSESSOR'S OFFICE
PO BOX 25
148 West 4th Ste # 6
Ainsworth, Nebraska 69210-1658

JOB DESCRIPTION

Position Title: Full-time Clerk Assistant

Definition: Under general supervision, performs duties & responsibilities of the Assessor's Office related to the valuation of real & personal property for tax purposes.

Duties:

1. Data Entry of Information on Assessment & Appraisal Computer Software.
2. Keep Property Record Cards updated as necessary with current assessment information.
3. Keep Property Ownership's updated on computer software, property record cards, & rosters.
4. Personal Property schedules will be completed for taxpayers on annual basis using property owner's IRS itemized tax depreciation sheet.
5. Homestead Applications & Income Statements are completed for applicants on an annual basis.
6. Read legal descriptions on deeds & do measurements of acres for splits on properties.
7. Communicate with public to obtain necessary information for assessment purposes of property.
8. Assist the assessor with annual maintenance field review work doing measurements of structures, digital pictures & drawing computer sketches & putting information on the computer program.
9. Provide requested information on telephone to individuals.
10. Be responsible for opening & closing of office when assessor is out of the office.
11. Assist Assessor with any office responsibilities or duties requested of them.

Required Knowledge, Abilities & Skills:

1. Have ability to interact positively with public in office, on telephone & in the field.
2. Knowledge of reading & writing legal descriptions is required.
3. Knowledge of the Windows, Word & Excel programs on a PC is a plus.
4. Ability to use & read measuring tape for measurement purposes.
5. Have legible handwriting.
6. Ability to learn principles of appraisal & assessment practices.
7. Accuracy in use of calculator & digital camera.
8. Ability to follow oral & written instructions.
9. Ability to learn assigned tasks & adhere to prescribed routines.
10. General knowledge of office tasks such as typing, filing, etc.
11. Valid driver's license is required for field review work.
12. Ability to be trustworthy, be loyal & have confidentiality.

Training & Experience:

High School Diploma or equivalent. Be willing to have in-office or out-of-office training on assessment & appraisal software. Any experience with real estate knowledge would be most helpful.