

JOB POSTING

Posting Date: August 19, 2025

Job Title: Office Assistant – Knox County Road Department

Job Description:

This position aids in the process of preparing payroll and vendor claims, fielding phone calls, scanning, Nebraska 811 locates, compile quarterly fuel sheets, annual payroll budget, annual equipment reports, maintain personnel records, familiar with Knox County Road system (helpful but not necessary) and daily correspondence as necessary.

Required Qualifications:

Applicant must be dependable, detail oriented, ability to work independently, well organized, courteous to the public and fellow employees, general knowledge of office procedures and standard clerical techniques.

Hours: Full-time Monday thru Friday 8:30 a.m. to 4:30 p.m.

Pay: \$17.50/hr

Contact Name: Kevin R. Barta – Knox County Highway Supt.

Daytime Telephone: 402-288-5610

Application Instructions:

Please send resume and application to: hwysupt@knoxcountyne.gov

Knox County Road Department

P. O. Box 85

Center, NE 68724

Closing Date & Time: Job open til filled