

Butler County Attorney's Office and Butler County Treasurer's Office are seeking a part-time child support enforcement officer and part-time clerk in the Treasurer's office. General hours would be M – F 8:30 a.m. – 5 p.m. with a one-hour lunch break. This shared employee would work part-time in each office for a total of 37.5 hours/week. Applicants must have a thorough knowledge of routine office procedures and office equipment, be proficient in the English language and proper grammar, spelling, and punctuation, be proficient with computers, email, and electronic transmissions, give great attention to detail, and have excellent organizational and personal communication skills. Applicants must have the ability to maintain confidentiality of all communications, documents, and correspondence. Knowledge of legal terminology and the court system is helpful, but not required. Primary duties would include preparation of child support cases, gather and review data, interview child support payors and payees, schedule trial dates, attend court hearings and provide testimony, maintain schedules of court appearances, establish, and maintain effective working relationships with payees and payors, fellow employees, supervisors, other agencies, and the general public, answering multi-line telephone system, and performing other duties as directed. Applicants will be expected to assist customers in person and over the telephone with questions relating to motor vehicle and tax transactions, perform all motor vehicle licensing and registration functions in accordance with the Nebraska DMV, collect and handle accounts for motor vehicle and use tax fees, balance accounts, and deposit daily collections in proper accounts.

Training will be available. This is a challenging but rewarding career-oriented position with great benefits including individual health insurance and partial paid family insurance, retirement, vacation, and paid government holidays. Salary \$18/hour DOE.

This position is subject to Veteran's Preference as required by Nebraska law. Butler County is an EOE and invites applicants with disabilities to make known any necessary accommodations in the application process.

Applications are available on the butlercountyne.gov website. Interested persons may also contact the Human Resources Office below to obtain an application. Completed applications are to be sent to Heidi Loges, Human Resources Director, 3190 N Rd., Suite 1, David City NE 68632, or emailed to hloges@butlercountyne.gov. Applications taken until May 29, 2023 at 5:00 pm. Questions, please call 402-367-7497.