



Deputy Clerk

City of Broken Bow is accepting applications for the position of Deputy Clerk. The Deputy Clerk assists the City Clerk-Treasurer with the operation of the City office. Candidates must possess strong written, verbal, organizational, interpersonal skills, & the ability to maintain confidentiality of sensitive information.

Minimum qualifications: Associate Degree in related field preferred or 2 years related work experience, previous experience in an office environment, & proficiency in Microsoft Office Suite. Wage will be negotiated based on qualifications and experience.

Applications will be accepted until the position is filled. Please submit your resume and application to: Deputy Clerk Search, Attn: Stephanie Wright, P.O. Box 504 Broken Bow, NE 68822. Application materials may be submitted electronically at clerk@cityofbrokenbow.org.

The City of Broken Bow is an Equal Opportunity Employer.