

The Hall County Dept. of Corrections is seeking a part time temporary Corrections Support Assistant. This position involves 10-20 hours a week with very flexible days and hours and involves the following: performs filing, micro-filming and scanning of Hall County Department of Corrections records and information, assists in the preparation of informational materials related to department functions; conduct research for special projects, sorts, copies and distributes incoming mail to designated areas and perform other duties as assigned. It requires a person with strong people skills, a strong work ethic, and the ability to multitask, prioritize and be organized. They will establish and maintain effective working relationships with other employees and the general public, effectively communicating orally and in writing. This position answers to the Assistant Director and assists in carrying out the mission of the Department of Corrections. Hall County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services. Veteran's preference is available. Applicants should complete a Hall County employment application and return it to the Hall County Dept. of Corrections, 110 Public Safety Dr., Grand Island, NE 68801. Applications and job description are available online at hallcountyne.gov. For questions, contact the Assistant Director at 308-385-5206, ext. 2462. The position is open until filled.

Pay

\$15.84 - \$17.31 per hour

Job Type

Part-time

Temporary