

Corrections Bookkeeper Benefit Package Includes ~

Vacation – accrues monthly, must work 6 months before first use.

1-5 years of service = 10 vacation days a year (2 weeks)

Must work 6 full months before using (start of 7th mo.)

6-10 years of service = 15 vacation days a year (3 weeks)

10-15 years of service = 20 vacation days a year (4 weeks)

15 + years of service = 25 vacation days a year (5 weeks)

Accrues monthly, must complete introductory period before first use.

Sick Leave

Accrual of 1 day per month, accruals carry forward year after year.

Half of the unused balance is paid out at retirement at age 55 or older.

Holiday Pay

12 paid holidays a year

Administrative Assistant Wages 2023-24

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
\$20.09	\$20.69	\$21.31	\$21.96	\$22.61	\$23.29	\$23.99	\$24.71	\$25.44	\$26.21

2 Pay Increases a year. Step increase every anniversary until topped out, as well as a cost of living increases every July 1, to the above scale regardless of scale.

Insurance Offered

Good Medical Insurance, Dental Insurance, Vision Insurance, Life

Coverage begins on the first day of the calendar month following the waiting period of 60 days.

Retirement

County Retirement – Employee contributes 4.5% of pay, County contributes 6.75%.

Uniform Tops Provided

Minimum Requirements

Must be a United States Citizen and at least 21 years of age.

Free of any convictions punishable by imprisonment for a term of one year or more with no pardon.

No domestic assault convictions

High school diploma or GED

Pass a drug screen once a “conditional job offer” is made

Pass an extensive background check.

Valid Nebraska driver’s license