

Receptionist position involving but not limited to answering a multi-line phone system with secretarial duties and a great benefit package. Serious candidates MUST demonstrate excellent computer, typing and organizational skills, and the ability to work well in a fast-paced and multi-task environment with excellent communication skills. An employment application completed with references is required for consideration and may be completed at www.hallcountyne.gov or picked up at the Hall County Attorney Office, 231 South Locust, Grand Island, NE, between 8:30am-5pm M-F. This position is open until filled. Hall County is Veterans preference and an EOE.