Help Wanted

The Jefferson County Clerk's office is seeking applicants for a full-time Register of Deeds Clerk. This position is M-F, 35 hours per week. Starting wage is $18 per hour or more based on experience. Jefferson County offers a competitive benefit package including health insurance, retirement and paid holidays.

The Register of Deeds assists in recording property transfers, mortgages, liens, surveys, easements, etc. This position receives, indexes, and files documents pertaining to ownership and location of real estate in Jefferson County.

Essential Job Functions

- Assist customers with filing documents.
- Manage and maintain the e-filing system used by the office.
- Manage the money drawer for customers paying cash.
- Ensure the tracking of fees charged on property transfers/filings are correct.
- Coordinate with Assessor's office on real estate transfers/assessed values.
- Collect and deposit money to the bank.
- Fill out monthly reports and pay fees to the State and Treasurer.
- Fax documents of deeds when requested.
- Assist the Clerk's office with elections, voter registration system, claims/payroll or other coverage as needed.
- All other duties as assigned.

Preferred Talents

- Effective communication skills both verbal and written.
- Excellent customer service skills.
- Ability to work independently and efficiently.
- Organizational and multi-tasking skills
- Computer skills, including Excel and Word
- Knowledge of legal descriptions and land records a plus.

Qualifications

- High School diploma or equivalent.

Physical Requirements

This position must be able to sit for long periods of time, operate a computer, office equipment, and may occasionally lift up to 20lbs and climb a stair type ladder.

Working Environment

While performing the duties of this job, the employee will be exposed to indoor conditions. The noise level in the work environment is usually moderate.

Applications are available in the Jefferson County Clerk's office. Applicants should submit an application and resume to Kristina Riggle, Jefferson County Clerk, 411 4th Street, Fairbury, NE 68352 by 5:00 p.m. on November 6, 2026. EOE/Veterans Preference.