

Richardson County Veteran Service Assistant

Duties: Veteran Administration claim preparation, office administrative tasks and transport veterans to medical appointments.

Skills: Excellent oral and written communication ability, general knowledge of personal computer systems, word processing and spreadsheet application and attention to detail.

This is a full time position with benefits. It requires a background investigation, valid driver license, good driving record and a demonstrated ability to prioritize tasks and to work independently. An application form is available at www.co.richardson.ne.us. Submit an application and resume no later than 5:00 p.m., Friday, March 16, 2018 to the Veteran Service Office, Room 106, 1700 Stone St., Falls City, NE 68355. EOE.