

COUNTY CLERK

Board of Commissioners Secretary

Board of Equalization Secretary

- keep all minutes, recordings, contracts, agreements, resolutions.
- countersign all checks.
- file all office inventories each year.
- distribute all accountability and disclosure forms.
- issues all Marriage Licenses, Liquor Licenses, and Tobacco Licenses.
- issues all checks from claims that have been approved by the Board.
- keep a record of them by check #, name, date and amount. These records are open to the public.
- County Treasurer transfers funds to the Clerks account to cover all checks written. The amount zeros out each month when reconciling the bank statements.
- All expenses are deducted from the budget each month and a report is given to each office.
- Collect all budgets from subdivisions that levy taxes in our County. Figure all levies for each subdivision and submit them to the Assessor and Treasurer for taxing.
- Records seals and signatures of all County offices and sends them into the Secretary of State each year.
- Has the authority to administer oaths and affirmations where required attesting with the County Seal.
- Record all Veterans discharge record and microfilm for safe keeping. These are not public record.

Human Resources

- Pays all employees.
- Enters new employees into e-verify and Nebraska new hires.
- keeps track of all AFLAC, Colonial Life, Madison Life, Mass Mutual, National Ins., County Retirement and Blue - Cross policies including beneficiaries for each employee.
- Manages all garnishments and child support payments.
- Checks time sheets each pay period and verifies vacation and sick leave.
- Pays each employee through direct deposit and keeps track of all banks that pay goes to.
- Keep all employee records.
- Issues all end of year statements to employees.

REGISTER OF DEEDS

Record all documents having to do with land records.

-Deeds, mortgages, contracts, POA's, wills, court orders, death certificates, easements, Special Assessments, Federal Tax Liens, State Tax Liens, UCC Filings, Plats, Surveys, Construction liens, etc.

All documents are filed alphabetically by Grantor and Grantee and also by legal descriptions.

Documents are filed over the counter, through the mail or electronically.

File all documents the day they are received and post on the internet the next day. Microfilm all documents once a week and send a copy of the documents to Lincoln to be kept at the historical society.

Issue certified copies of documents that have been filed in the office when the originals have been lost.

All records are public.

ELECTION COMMISSIONER

Manage anything to do with Regular and Special Elections. Handle voter registration adding and deleting. Set up election equipment. Appoint and train all election board workers. Code and set up of ballots. Count ballots on election night. Issue reports after election is over.