



Hall County Attorney
231 South Locust St.
Grand Island, NE 68801
Phone: (308) 385-5150

Hall County Attorney Office

Receptionist position involving but not limited to answering a multi-line phone system with secretarial duties and a great benefit package. Serious candidates MUST have: One year of secretarial experience within the past 3 years; 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 opened until filled. Hall County is EOE.