

Deputy Clerk of the District Court

The Clerk of the District Court for Hamilton County is accepting applications for the full-time position of Deputy Clerk. Email [applications](#) and resumes to: Wendy Dethlefs, Clerk of the District Court at Wendy.Dethlefs@hamiltoncountyne.gov. Emails must be sent no later than October 9, 2026. Position start date is January 4, 2027.

Job duties include: All phases of court case management including but not limited to scheduling cases; filing of documents; entering judgments and dispositions; and assisting customers in person and by phone. Job duties also include processing passport applications and protection orders.

Requirements of this position include excellent computer skills including proficiency with Word and Excel; ability to follow direction; strong customer service skills; and professional phone etiquette. Other requirements include maintaining confidentiality with office related information and completing data entry and accounting with a high level of accuracy.

Minimum Qualifications include post high school coursework of at least two years or equivalent combination of education and progressively responsible administrative work.

This position requires successful completion of the State of Nebraska JUSTICE program training and the U.S. Department of State Passport Acceptance Agent training, as well as completion of annual continuing education and recertification.

Employment applications are available at <https://hamiltoncountyne.gov/home/employment/> or requested by email from Wendy. Starting pay is \$27.00-\$30.77 depending on qualifications, experience, and probationary period.

This position is subject to Veterans Preference. Hamilton County is an Equal Opportunity Employer.