

Employment Posting

Name of Employer: Adams County Auditor's Office, 500 9th St., Corning, Iowa 50841

Job Title: Election/ Real Estate Clerk

Number of Openings: 1

Work Hours: 8:30 AM – 4:30 PM

Work Days: Monday – Friday

Duration of Job: Permanent Full Time

Wage/Salary: Dependent upon qualifications with benefits.

Brief Job Description:

- Plan and conduct all elections held in the county complying with state and federal election regulations.
- Manage approximately 2800 voter registration records.
- Public education of voter registration and voting methods.
- Update and maintain real estate transfers, credits, and plat books.
- Maintain permanent Supervisor records and indexes.
- Process passport applications.
- Assist with annual Township reports and budgets.
- Provide backup to duties performed by the Auditor and Deputy Auditor.

Specific Skills, knowledge, education and abilities needed:

Solid computer skills are required. Knowledgeable and proficient in computer practices as they relate to accounting and being able to navigate multiple software programs.

Must have a pleasant, customer-service oriented disposition and a true desire to assist the public. Some evening and weekend work required infrequently with elections.

Please send resumes to the Auditor's office or email at

auditor@adamscounty.iowa.gov