

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, 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.

Education: Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing, and two (2) years of increasingly responsible related experience, or any equivalent combination of education and experience.

Please send resumes to the Auditor's office or email at auditor@adamscounty.iowagov