

Adams County Treasurer's Office
seeks qualified applicants for a universal clerk position.

Duties include, but not limited to, processing motor vehicle transactions, driver's license issuance, and collecting property tax payments.

Applicant must be detail oriented with the ability to organize, prioritize, and multi-task; capable of working in a fast-paced environment and adapt to change; committed to providing quality customer service; proficient in Windows based applications (including Microsoft Word and Excel), data entry, and operating office equipment; possess strong oral and written communication skills; and possess the ability to collect appropriate fees and process confidential information with tact and discretion.

This is a full-time position with a competitive salary and excellent benefit package.

Application forms and job description are available at: adamscounty.iowa.gov or from the Adams County Treasurer's Office.

A complete application, along with a resume and a cover letter, must be returned to the Adams County Treasurer, Attn: Holly Schafer, 500 9th St, Corning, Iowa 50841.

Deadline: 4:30 p.m., January 3rd, 2025 or until filled.