

Union County Treasurer's Office seeks qualified applicants for Universal Clerk

Duties include 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: www.unioncountyiowa.org or from the Union County Treasurer's Office

A complete application, along with a resume and a cover letter, must be returned to the Union County Treasurer, Attn: Kelly Busch, 300 N. Pine St, Creston, IA 50801 by 4:30 p.m., Friday, January 22, 2021

Union County is an Equal Opportunity Employer