

## ***JOB POSTING***

### ***Poweshiek County Treasurer's Office***

Contact – Sandy Ross, Poweshiek County Treasurer

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#### **Full-Time/Full Benefits**

**Treasurer's Office – UNIVERSAL CLERK  
Poweshiek County Treasurer's Office, Courthouse, Montezuma, IA**

**Conduct, pursuant to state law, all aspects of the treasurer's office to include new issuance and renewal of Iowa Driver's License and non-driver Identifications, PWD vehicle placards; vehicle renewal registrations to include new and used vehicle title and registration, archiving of court acceptable documentation; property tax statement preparation and collections; and all other work related to the operation of the Office of Poweshiek County Treasurer.**

**Graduation from high school or GED; previous experience in an office or customer service environment is preferred.**

**35 hours per week –some traveling maybe required.**

**Range \$ 9.84 to \$15.56 per hour. – Available immediately – Job description available upon request. SMOKE FREE ENVIRONMENT- Poweshiek County is an Equal Opportunity Employer. Pre-employment drug screen and physical required.**

**Applications can be found at [www.poweshiekcounty.org](http://www.poweshiekcounty.org) Please submit resumes electronically along with application to [sandyross@poweshiekcounty.org](mailto:sandyross@poweshiekcounty.org) prior to close of business on April 20th, 2018.**