

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

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, Excel and Outlook), 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 are available at: [www.unioncountyiowa.gov](http://www.unioncountyiowa.gov) or from the Union County Auditor's Office

A complete application, along with a resume and a cover letter, must be returned to the Union County Auditor, Attn: Sandy Hysell, 300 N. Pine St, Creston, IA 50801 by 4:30 p.m., Friday, September 2, 2022

Union County is an Equal Opportunity Employer