



Job Announcement for Clerk I

Pottawattamie County, Iowa
Pottawattamie County Assessor's Office

Pottawattamie County Assessor is announcing a hiring process for the position of Clerk I. This is a full-time position 40 hours per week 8 AM - 4:30 PM Monday through Friday.

ESSENTIAL JOB DUTIES:

Responsible for providing clerical and administrative support services, including typing, data entry, filing, answering the telephone, greeting the public and scheduling appointments for departmental staff in order to assist them in providing the public with quality services.

MINIMUM QUALIFICATIONS:

Graduation from high school or GED.

Candidate must have attention to detail, time management skills and the ability to complete assigned tasks within a reasonable period of time.

Prior office experience with computer proficiency in Microsoft Word and Excel is preferred.

APPLICATION PROCEDURE/DEADLINE: (Position Open Until Filled)

Applications are being accepted via email at forms@pottco.org.

Application forms can be obtained at www.pottco.org in the "News" section or at the:

Pottawattamie County Courthouse

Assessor's Office

2nd Floor Room 257,

227 S 6th St.

Council Bluffs, IA 51501

POSITION START DATE: January 2019

STARTING SALARY: \$30,000 - \$35,000 annually

FSLA STATUS: Non-Exempt

REPORTS TO: Assessor/Deputy Assessor or as assigned

SUPERVISES: None