

PART-TIME CLERK

Henry County Iowa is seeking qualified applicants for a part-time clerk position in the Henry County Treasurer's Office.

The part-time clerk position will be 15 to 20 hours per week, Monday through Friday, with hours and days to be determined. The clerk will scan documents, carry out motor vehicle and property tax tasks as well as other tasks to assist in the office.

Successful candidates must have a positive attitude, an eagerness to learn, outstanding customer and communication skills. The ability to operate computers and related software along with an ability to work independently and accurately is necessary. Candidates must possess a valid Iowa driver's license, pass a background check, and understand and follow privacy requirements.

Starting wage will be \$16.85 per hour.

Applications may be found at www.henrycountyiowa.us, and must be submitted by September 23, 2022. Job description available upon request. Henry County is an EOE.

Please mail application and resume to:

Henry County Treasurer
Ana Lair
P O Box 146
Mount Pleasant, IA 52641