

Clinton County Assessor's Office is  
Seeking applications for the position of Clerk

Wide range of clerical duties: computer data input, receives telephone calls and customers into the office, accepts property tax credits and exemptions, assist with property ownership transfers

QUALIFICATIONS:

- High school diploma or general education degree (GED)
- Secretarial and or computer software training desired
- Familiarity with office machines, fax, copier, and basic computer applications
- Familiarity with legal descriptions, property deeds, and other real estate documents

PRIMARY JOB FUNCTIONS:

- Answering telephone
- Assisting customers in the office
- Accepting applications for property tax credits and exemptions
- Data entry of assessed values from appraisal forms
- Applying credits and exemptions in tax administration software
- Assist with ownership transfers, sales, and address maintenance
- Other clerical and secretarial functions of the office

Application forms are available on the county website: [www.clintoncounty-ia.gov](http://www.clintoncounty-ia.gov)

- Clinton County employment application required.
- Submit completed applications and resume to:

Clinton County Assessor  
P O Box 2957  
Clinton, Iowa 52733-2957  
or  
[rehm@clintoncounty-ia.gov](mailto:rehm@clintoncounty-ia.gov)

COMPENSATION: \$13.00 to \$16.00 per hour dependent upon qualification and experience  
Plus benefits, a fulltime position

APPLICATION DEADLINE: April 25, 2014

Clinton County is an Equal Opportunity Employer