

POSTING DATE: December 3, 2018

Clerk Typist

DEPARTMENT: County Recorder

DUTIES: Performs specialized clerical work involving the application of basic bookkeeping principles and practices in an established account system. Work is performed under close supervision according to specified procedures and detailed instructions. Assist the public with real estate recording, mortgages, boat, hunting, and fishing licenses, and other related program services within the Recorder's office.

QUALIFICATIONS: High school diploma or GED and one year of clerical experience. Or an equivalent combination of education, training, and/or work related experience that provides the knowledge, skills, and abilities necessary to perform the essential job duties of the position.

STATUS: Full-time – Non-Exempt - At will position.

Hourly Wage: Based on Union Pay Scale

Applications and complete job description can be obtained at the Buchanan County Recorder's Office at 210 5th Ave NE, Independence or downloaded from the County's website at www.buchanancountyiowa.org. Completed application and sign job description will be accepted through December 21, 2018 at 4:30 p.m. or until an eligible candidate is located.

Buchanan County is an Equal Opportunity Employer (EOE).
It is the policy of Buchanan County to comply with the Americans with Disabilities Act (ADA), and the ADA Amendment Act (ADAAA).