



# Clay County Treasurer

## Sandra S. Geidl

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NOTICE  
(Posted 07/16/2018)

### CLAY COUNTY TREASURER'S OFFICE

Job Description: FULL TIME OFFICE CLERK

The Clay County Treasurer's Office in Spencer, Iowa, seeks qualified applicants for the position of full-time office clerk. Primary duties of the position will include real estate collections and processing motor vehicle transactions and issue driver's license. Applicant must possess excellent customer relation skills, be an effective communicator, and attentive to accuracy. Position requires high school diploma, excellent accounting skills, good typing ability, proficient on 10-key, and computer proficiency in Windows applications, including Microsoft Word and Excel. Must be detail oriented with the ability to organize, prioritize and multi-task.

This is a full-time position with a competitive salary and excellent benefit package.

Interested persons must submit a completed application, along with a resume and a cover letter, to the Clay County Treasurer's Office. The application is available online at [www.co.clay.ia.us/jobs.htm](http://www.co.clay.ia.us/jobs.htm) or at the Office of the Clay County Treasurer. Emailed documents will not be accepted. Applications will be accepted through August 3, 2018.

Clay County is an Equal Opportunity Employer.

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Please submit resumes by Friday, August 3, 2018

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*Proud to be "Investing in Clay County's Future"*