

WASHINGTON COUNTY TREASURER

Motor Vehicle Clerk

Individual will work primarily in the Washington County Treasurer's Motor Vehicle Department, including processing transactions, telephone inquiries, and customer referrals. Will also be trained to assist in the Washington County Treasurer's Driver's License and Property Tax Departments.

General Requirements: Must be reliable, have excellent public relations skills, and possess strong computer skills with proficiency in a Windows-based PC environment.

Education and Experience Requirements: Graduation from an accredited high school or equivalent (postsecondary business training desirable, but not required) and general clerical experience.

Salary: Commensurate based on education and experience.

Application packets are available at the Washington County Treasurer's office, located in the Washington County Courthouse at 222 W. Main St. in Washington, or:

- By phone request at 319-653-7721.
- By email request at jgarrett@co.washington.ia.us.
- Printed online at <http://co.washington.ia.us/jobs>.

Application for employment must accompany resumes

Deadline for application is 4:00 pm on June 12, 2020.

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