

**Washington County Auditor's Office  
Real Estate Administrator**

Individual will maintain accurate real estate records for taxation purposes; check and research titles and legal descriptions; assist the general public, attorneys, and real estate professionals both in person and via telephone; produce and reproduce documents and plats; maintain county road records; and researches information pertaining to real estate including ownership, titles, property lines, etc.

Education and experience requirements: high school diploma or GED, with three (3) years abstracting experience or experience with real estate and legal descriptions preferred; OR any equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

Salary: to be determined, based on education and/or experience.

Employment application and full job description may be found at <http://co.washington.ia.us>. Please submit completed County application, and/or any other application materials to be considered to:

**Washington County Auditor's Office**

**Attn: Amber Day**

**PO Box 889; 222 W. Main St.**

**Washington, IA 52353**

**-OR-**

**Email to: [aday@co.washington.ia.us](mailto:aday@co.washington.ia.us)**

Applications accepted through  
April 6, 2020 at 12:00 p.m. EOE.