

WINNEBAGO COUNTY

AUDITOR'S OFFICE FULL TIME POSITION AVAILABLE

The Winnebago County Auditor is currently accepting applications for a full time administrative position. Applicants must be able to multi-task and be very detail orientated. Must have working knowledge of Microsoft office and must have good communication skills. A valid driver's license is required. Completed application, resume and a letter of interest are due November 19, 2019 at 12:00 p.m. to:

Karla Weiss, Winnebago County Auditor  
126 S. Clark St.  
Forest City IA 50436

Winnebago County is an equal opportunity employer. Individuals with disabilities desiring accommodations in the application process should notify the Auditor's office by the date of the application deadline.

WINNEBAGO COUNTY, IOWA  
POSITION DESCRIPTION

**Position:** Auditor's Office Clerk  
**Immediate Supervisor:** County Auditor  
**Hours:** 8:00 A.M. to 4:30 P.M., Monday – Friday  
Additional hours as needed  
**Starting range:** \$13.00 to \$15.00 Per Hour  
**Date:** October 2019

**Summary:**

The Auditor's Clerk under the direction of the County Auditor performs and assists with multiple duties, elections, real estate, payroll and accounts payable.

**Essential duties and Responsibilities:**

Performs duties and responsibilities commensurate with assigned functional areas within a County which may include, but are not limited to, any combination of the following tasks:

**Customer Service:**

- Responsible For General Acknowledgement Of Public Customers And Responding To Their Requests

**Human Resource/ Payroll Functions:**

- Assist payroll Clerk when needed

**Accounts Payable**

- Assist accounts payable when needed

**Real Estate Function:**

- Process and help maintain Plat Books
- Assist with transfers and other real estate transactions
- Process Deeds from Recorders Office
- Maintain Real Estate Records For Taxation
- Process Splits
- Maintain TIF Information
- Work with GIS
- Valuations
- Tax Billing
- TIF Annual Report

**Voter Registration / Elections:**

- Register New Voters
- Maintain Updates From State
- Maintain I-Voters Statewide Voter Registration System
- Prepare for elections
- Works with precincts and election workers
- Detailed Testing of all Voting Equipment Prior to Every Election

**Other**

- Other duties as assigned by the Auditor

**Qualification Requirements:**

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed as follows are representative of the knowledge, skill, and ability required.

- Excellent computer skills.
- Must be able to handle multiple tasks, take initiative and prioritize.
- Requires good verbal and written communication skills.
- Knowledge of standard office practice and procedures.
- Ability to prepare, review, and reconcile a variety of records and reports.
- Ability to interact and deal effectively in a variety of contexts with all County employees, Supervisors and the general public.
- Ability to plan, organize, and perform work efficiently and effectively under most circumstances.
- Ability to complete assigned task in a timely manner.
- Ability to work in a fast paced environment and embrace change.

The requirements and duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**Education and Experience:**

- Any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- Skilled in the operation of a variety of office equipment including personal computers.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is routinely required to use fingers, hands, and arms in the use of various office equipment. Manual dexterity and visual acuity are essential components.
- Work involves occasionally lifting up to 40 pounds; sitting in front of computer or by desk during majority of working time; utilize all types of visual acuity to accurately complete documents and forms necessary for department (close, distance, depth, focus, adjustment, peripheral, and color); and excellent manual dexterity for machine usage.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- While performing the duties of this job the employee will be in a typical office environment with moderate office noise.

Winnebago County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.