

Real Estate Clerk: Full-time position available with the Cerro Gordo County Auditor's Office. The purpose of this position is to maintain the county's real estate tax parcel base for assessment & taxation purposes; review, process & document transactions of real estate parcels; maintain accurate transfer book and mapping layers; and review & analyze legal descriptions.

High school diploma or GED, supplemented by up to one (1) year previous experience and/or college level work or vocational training in office administration; secretarial or word processing and spreadsheet skills; or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this position. Background in County Auditor, Assessor, or Recorder office preferred. Experience working with real estate or legal descriptions preferred.

Application and job description may be picked up in person at:

Cerro Gordo County Administrative Services Office
First Floor – Courthouse
220 North Washington Avenue
Mason City, IA 50401

By visiting our website at: www.cgcounty.org
Or requested by contacting our Email Address: hr@cgcounty.org

Applications will be accepted until 4:30 p.m. on March 5, 2021 or until filled. Pre-employment physical and drug screen required. Cerro Gordo County is an EOE.

Posted February 18, 2021