

**Washington County Auditor's Office
Elections Administrator**

Individual will be responsible for all aspects of the administration of elections (Primary, General, City/School, and Special) pursuant to State law, with continuous on-the-job training. Also helps with voter registration and other duties in iVoters system. Edits Board of Supervisor minutes and indexes into minute books. Enters Manure Management information. May also assist with other departmental functions as required.

Graduation from high school (or equivalency) is required; satisfactory completion of a recognized business program or community college degree, or equivalent experience preferred.

Please call the Washington County Auditor's office at (319) 653-7777 with any questions.

Employment application and full job description may be found at <http://co.washington.ia.us>. Please submit cover letter, resume, and completed County application to:

**Washington County Auditor
Attn: Amber Armbruster, HR Coordinator
P.O. Box 889; 222 W. Main St.
Washington, IA 52353**

**Applications accepted through August 5, 2022 at 4:30 p.m.
Washington County is an Equal Opportunity Employer**