



# JOHNSON COUNTY

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September 26, 2022

## Secretary II – Production & Criminal Docketing

**DEPARTMENT:** County Attorney

**DESCRIPTION:** Under general supervision, performs various complex clerical duties. Prepares schedules for performance of department business by others, responds to inquiries for information from the public requiring thorough knowledge of departmental policies, and coordinates inter-departmental communications.

**MINIMUM REQUIREMENTS:** High school graduate (or equivalent) AND two (2) years of varied and responsible clerical work; OR any equivalent combination of education and experience that provides the required knowledge and abilities.

**Special requirements:** Valid driver's license and insurable under county liability coverage.

**HOURS:** Full Time

**SALARY RANGE:** \$45,411.31 - \$54,493.56 annually; excellent benefits

**TO APPLY:** Complete employment application at [www.johnsoncountyiowa.gov](http://www.johnsoncountyiowa.gov). *Applicants are required to attach cover letter and resume.*

**APPLICATION DEADLINE:** Sunday, October 9, 2022 at 11:59 pm central time

**AA/EOE**