

Buchanan County

POSTING DATE: January 5, 2024

Driver's License Clerk

DEPARTMENT: Treasurer

DUTIES: Performs general clerical work involving considerable contact with the public to provide driver licensing services, administer written and visual examinations to qualified individuals and assist the public with other program related services of the department.

QUALIFICATIONS: High school diploma or GED and One year of experience in a customer service or administrative support function or an equivalent combination of education, training and/or work-related experience that provides the required knowledge, skills, and abilities necessary to perform the essential job duties.

STATUS: Full-time – Non-Exempt – AFSCME Courthouse Union.

Wage: Based on Experience - between \$16.14 - \$19.82 per hour.

Application and the job description can be obtained through the Buchanan County Treasurer's department or by downloading off the County's website at www.buchanancounty.iowa.gov.

Requirement To Apply: submit a completed application, along with the signed job description to: Buchanan County Treasurer

**Gina Methner
210 5th Ave NE
PO Box 319
Independence, IA 50644**

Applications will be accepted at the Treasurer's office until Friday, January 19, 2024, by 4:00 p.m.

Buchanan County is an Equal Opportunity Employer (EOE).
It is the policy of Buchanan County to comply with the Americans with Disabilities Act.