

Buchanan County

**POSTING DATE: November 21, 2024**

**Motor Vehicle Clerk**

**DEPARTMENT:** Treasurer

**DUTIES:** Performs specialized clerical work involving the application of basic bookkeeping principles and practices in an established accounting system. Work is performed under close supervision according to specified procedures and detailed instructions.

**QUALIFICATIONS:** High school diploma or GED, And One (1) year of clerical experience which involves the compilation, tabulation, examination, verification or recording of financial, statistical, or related fiscal program using elementary bookkeeping principles or practices. 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

**Wage:** Based on experience at an hourly rate of \$18.00-\$21.00

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The Application and 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](http://www.buchanancounty.iowa.gov).

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

**Buchanan County Treasurer  
Gina Mether  
210 5<sup>th</sup> Ave NE  
PO Box 319  
Independence, IA 50644**

Or email all application materials to [Buchanan.Application@Co.Buchanan.IA.US](mailto:Buchanan.Application@Co.Buchanan.IA.US) with 'MV Clerk' in the subject line.

**Applications will be accepted at the Treasurer's office and by email until Thursday, December 5, 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.