



Human Resources Department

Clerk II- Treasurer's Office

Johnson County Treasurer's Office is currently seeking a full-time **Clerk II** to perform tasks which require some independent judgment and policy interpretation. Verify the accuracy and adequacy of lists, applications and/or forms, issue legal documents such as licenses, titles and permits to members of the public. Answer the telephone and when necessary, routes calls; interact with members of the public to advise them on a full range of departmental policies and procedures and their application.

Minimum requirements: Graduation from high school (or equivalent) AND six months of clerical experience OR any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

Special requirements: Must pass background check.

Starting pay is \$21.43- \$25.73/hour plus outstanding benefits package. To learn more about the Clerk II position and apply, please visit our website, www.johnsoncountyiowa.gov. This position is open until filled.

AA/EOE