

NOW HIRING: FULL-TIME CLERK

Winneshiek County Treasurer's Office

The Winneshiek County Treasurer's Office is seeking a detail-oriented, organized, and reliable individual to join our team as a full-time Clerk. This is an excellent opportunity for someone who is dedicated to public service and enjoys working in a fast-paced, professional environment.

Job Responsibilities:

- Assist customers with motor vehicle, property tax, and driver's license transactions
- Process financial transactions and records accurately
- Answer phone calls, emails, and in-person inquiries
- Provide excellent customer service to residents and businesses
- Perform other administrative duties as assigned

Qualifications:

- High school diploma or equivalent (associate's degree or higher preferred)
- Strong computer skills and general office equipment proficiency
- Customer service experience is required
- Ability to work well both independently and as part of a team

What We Offer:

- Competitive wages
- Exceptional benefits package
- Excellent health insurance rates
- Paid time off and holidays

How to Apply:

Applications are available at the Winneshiek County Treasurer's Office or online at winneshiekcounty.iowa.gov.

Please send your completed application and resume to the Winneshiek County Treasurer's Office, 201 W Main St, Decorah, IA 52101, or email them to treasurer@co.winneshiek.ia.us by 4:00 PM on Tuesday, March 4, 2025.

Apply today and join our dedicated team at the Winneshiek County Treasurer's Office!