

Fayette County Summarized Job Description

Auditor's Office Clerk

Perform the tasks necessary to carry out the duties of the office of county auditor as specified by the Code of Iowa. Perform any additional tasks that may be assigned for the benefit of the county.

Knowledge of:

- Basic accounting practices
- ISeries and Windows based computer programs (i.e. Word, Excel)

Ability to:

- Represent Fayette County in a professional, responsible, and trustworthy manner
- Provide customer service that is courteous, tactful, responsive, and professional
- Establish and maintain effective working relationships with the public and co-workers
- Objectively follow and enforce the laws, rules, and regulations as they relate to the duties assigned
- Maintain confidentiality and security of information as appropriate
- Maintain concentration and pay attention to detail while dealing with numerous interruptions
- Read, write, and comprehend the English language
- Speak and hear clearly to permit effective communication
- Understand and follow written and oral directions
- Examine, compare, and evaluate information and documents for completeness, accuracy, and authenticity
- Sit, stand, walk, climb, stoop, kneel, crouch, squat, bend, twist, and reach
- Lift, carry and move objects weighing up to 30 pounds
- Operate common office equipment (i.e. computer, fax, multi-line telephone, calculator, etc.)
- Satisfactorily complete required training classes (overnight travel may be required on rare occasions)
- Attend work regularly at the designated place and time (occasional overtime may be required)

Minimum Education, Training, and Experience:

- College background in accounting and/or real estate preferred.
- Maintain a valid Iowa driver's license and be insurable under the county's vehicle insurance policy

Specific Duties:

- Process claims for payment for all services and materials rendered and charged to various county departments
- Maintain the current records of residents desiring to vote and purging the records of those no longer eligible to vote
- Apply proper exemptions, homestead and military credits, roll backs and other adjustments to the assessed valuations certified by the Assessor's office
- Proof for accuracy and research chain of title for all transfers of real estate before entering them into the transfer books
- Process passports
- File and maintain insurance policies and surety bonds
- Prepare and monitor the processing of all absentee ballots in order to aid voters who will not be voting at the polls on election day
- Maintain Perpetual Care Cemetery Records
- General office work (i.e. answer telephone, file documents, etc.)

This job description in no way states or implies that the description includes every ability, duty, or knowledge requirement necessary in the performance of the job. Its sole purpose is to provide prospective applicants a brief overview of the stated position.

Return completed applications to: Attn: Clerk Position, Fayette County Auditor, PO Box 267, West Union, IA 52175