

POSITION AVAILABLE
Cass County Auditor's Office
Auditor's Clerk

The Cass County Auditor's Office is seeking applications for a full-time Auditor's Clerk. Work hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. Starting pay dependent on experience and qualifications.

Duties include performing review of claims and data entry related to accounts payable; assisting in the administration of elections and any other duties that may be assigned by the Auditor including work related to the transfer of real estate property and maintenance of real estate files; work with payroll.

Previous experience working with governmental processes related to accounts payable; budgeting; governmental accounting; real estate and the ability to read and interpret legal descriptions; and experience with payroll are beneficial.

Applications are available online at www.casscountyiowa.us or in the Cass County Auditor's Office. Qualified applicants need to complete a job application and a resume; and file them in the Auditor's Office. Position open until filled.

Cass County Auditor's Office
CASS COUNTY COURTHOUSE
5 W 7TH ST
ATLANTIC IA 50022

Education

	High School	Undergraduate College/University	Graduate/Professional
School Name and Location			
Diploma/Degree			
Course of Study			

Describe any skills, specialized training, apprenticeship, and applicable extra-curricular activities.

List equipment and computer software you can operate.

List construction equipment previously operated if applicable to the position.

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____
Name Address Phone
2. _____
Name Address Phone
3. _____
Name Address Phone

Employment Experience

List previous 10 years of employment. Start with your present or last job. Add another sheet if necessary.

1. Employer	Dates Employed From / To	Work performed
Address	Hourly Rate/Salary Starting / Final	
Telephone number		
Job title		
Supervisor		
Reason for leaving		
May we contact the employer listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?		
2. Employer	Dates Employed From / To	Work performed
Address	Hourly Rate/Salary Starting / Final	
Telephone number		
Job title		
Supervisor		
Reason for leaving		
May we contact the employer listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?		
3. Employer	Dates Employed From / To	Work performed
Address	Hourly Rate/Salary Starting / Final	
Telephone number		
Job title		
Supervisor		
Reason for leaving		
May we contact the employer listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?		
4. Employer	Dates Employed From / To	Work performed
Address	Hourly Rate/Salary Starting / Final	
Telephone number		
Job title		
Supervisor		
Reason for leaving		
May we contact the employer listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?		

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. If I wish to be considered for employment beyond this time period, I understand that I need to inquire as to whether or not applications are being accepted at that time

I hereby acknowledge that any employment relationships with Cass County is of an At-Will nature, which means that the employee may resign at any time and that Cass County may discharge at any time with or without cause. I understand that neither this document nor any offer of employment from Cass County constitutes an employment contract unless a specific document to that effect is executed by Cass County and be in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) shall be considered sufficient cause for dismissal. I further understand that an incomplete application or an absence of my signature on this application is just cause for rejection of this application. I agree to employment entrance exams, if necessary, at Cass County cost. I understand that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

It is the policy of Cass County to provide equal treatment to all Cass County employees and applicants for Cass County employment without regard to race, color, religion, political affiliation, creed, sex, sexual orientation, national origin or ancestry, age, mental or physical disability, marital status, except as bona fide occupational qualifications may require otherwise. This policy applies to all human resources actions and procedures including, but not limited to: recruitment, selection, training, compensation, benefit programs, promotion, demotion, transfer and termination of employment.

Individuals in need of special accommodations are asked to notify our office in advance.