

Cass County now accepting applications for:

Title: Executive Assistant to the Board of Supervisors

Status: Full-time, Non-Exempt

Work Hours: 8:00 a.m. to 4:30 pm, Monday through Friday with potential for additional hours

Essential Functions:

- Attend work as scheduled
- Work well with others, including the public, co-workers, and elected officials using tact and courtesy
- Follow county handbook, State and Federal laws and regulations and other instructions
- Excellent verbal and written communication skills
- Accurate work with attention to details
- Assist the Board of Supervisors with projects approved by the Board
- Assist the Board of Supervisors in scheduling meetings and keeping records
- Assume additional responsibilities consistent with the role

Requirements:

- High School graduate or G.E.D.
- Bondable
- Knowledge of basic business math and generally accepted accounting principles
- Operate office equipment such as computer, copier/scanner, calculator
- Sit at desk for expended periods of time as well as stand for extended periods when assisting visitors
- Occasionally lift up to 50 pounds

Benefits:

- County medical and life insurance plan
- IPERS
- Flexible Spending Account
- Sick days
- Personal days
- Paid vacation
- Wage commensurate with qualifications and experience

Applications accepted through January 23, 2026 at 4:30 p.m.

Applications should be sent to:

Steve Baier, Chairman Cass County Board of Supervisors
5 West 7th Street
Atlantic, Iowa 50022