



Title	Auditor's Clerk
Reports to	County Auditor
Status	Part or Full-time, Non-Exempt

JOB SUMMARY

Responsible for supporting the county auditor in various tasks including elections, clerk to the board of supervisors, county budget, annual financial reports, tabulating taxable property valuation and tax statements, passport applications, and serve as backup for claims, payroll and updating county plats. Work 8:00 – 4:30, Monday through Friday, with potential for additional hours, especially during election seasons.

ESSENTIAL FUNCTIONS

- Attend work as scheduled,
- Work well with others, including the public, co-workers and elected officials using tact and courtesy,
- Follow county handbooks, state and Federal regulations and other instructions,
- Excellent verbal and written communication skills,
- Produce accurate work with attention to details and good organization.

SPECIFIC DUTIES

- Serve as the first point of contact with phone calls and walk-in customers,
- Accept and process passport applications,
- Sort mail for courthouse departments,
- Serve as backup secretary to the board of supervisors,
- Assist with federal, state and local elections,
- Serve as backup for payroll and claims processing (accounts payable),
- Refer to the Code of Iowa, and other sources to obtain specific information relating to the job,
- Other tasks as assigned by the auditor.

REQUIREMENTS

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

BENEFITS

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|-----------|-----------------------------|-----------------|
| • Medical | • Life | • IPERS |
| • Dental | • Short-term disability | • Paid vacation |
| • Vision | • Flexible Spending Account | |

PAY

\$18 - \$24 depending on experience

TO APPLY

Send cover letter, resume, and Cass County application form (available in the auditor's office or at <https://www.casscountyia.gov/>) to Cass County Auditor by May 25, 2025. Start date will be July 1, 2025.