

JOB OPENING
CLERK – AUDITOR OFFICE

Cedar County is seeking applications for a full-time Clerk position in the Auditor's Office. This position requires a highly-motivated individual with excellent organization and communication skills with the ability to work in a multi-functional, challenging and diverse office. Candidate must be able to prioritize assignments, work both independently and in a team environment. Proficiency in Microsoft Office is required.

This position will be 35 hours a week with the starting wage of \$15.64/hour & benefit package.

To apply send a completed application to the Auditor's Office, 400 Cedar St. Tipton, IA 52772. Applications may be obtained on the county website www.cedarcounty.org or contacting the Auditor's Office at 563-886-3168. Deadline for completed applications is March 31st at 12 p.m.

Cedar County is an Equal Opportunity Employer. Note that all applications received may be subject to public disclosure. Applicants will be subject to a pre-employment physical.