

Full Time Position – Auditor’s Office

Lyon County Auditor’s Office is looking to hire a full-time position that will provide a variety of routine and complex clerical duties in the administration of Lyon County government. The candidate must possess the ability to multitask, focus on detail, and work professionally with the public. The main duties may include: transfers of real estate, applying exemptions, credits, roll backs and other adjustments to the assessed valuations, application of tax levies to taxable valuation, certifying tax collection to County Treasurer, and assistance of election management during election periods. This position will work directly with the public and provide public records and information upon request.

Position may also require attendance of workshops/meetings out of county throughout the year.

Desired minimum qualifications include: High school graduation or GED equivalent and/or 2 years of related experience.

Necessary knowledge, skills, and abilities: working knowledge of office practices and procedures. Skill in operation of computers, Excel, Word, 10 key, and other common office equipment. Some knowledge of the principles and practices of public administration preferred.

Pay range will start at \$21.00/hour and is dependent on previous experience and related skill sets. Candidate will be subject to a post offer pre-employment job function testing.

Please submit application, cover letter, and resume to Lyon County Auditor’s Office, 206 S. 2nd Avenue, Rock Rapids, IA 51246 or by email asprock@co.lyon.ia.us. Application can be found at www.lyoncounty.iowa.gov under Employment tab. Applications will be accepted until position is filled.

Lyon County is an Equal Opportunity Employer