

**PALO ALTO COUNTY TREASURER'S OFFICE
SEEKS QUALIFIED APPLICANTS FOR UNIVERSAL CLERK**

Duties include driver's license issuance, administering drive tests, processing motor vehicle transactions, and collecting property tax payments.

Applicant must be detail oriented with the ability to organize, prioritize, and multi-task; capable of working in a fast-paced environment and adapt to constant change; committed to providing quality customer service; proficient in Windows based applications (including Microsoft Word and Excel), data entry, and operating office equipment; possess strong oral and written communication skills; and possess the ability to collect appropriate fees and process confidential information with tact and discretion.

This is a full-time position with a competitive salary and excellent benefit package.

Application forms and job descriptions are available at:
<http://paloaltocountyiowa.com/departments/treasurer/>

or from the

Palo Alto County Treasurer's Office ~ 712-852-3844

A completed application, along with a resume and a cover letter, must be returned to the Palo Alto County Treasurer or in the drop box at the courthouse by 4:00 p.m., Friday, November 4, 2022. (Emailed documents will not be accepted.)

PALO ALTO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

**APPLICATION FOR EMPLOYMENT
PALO ALTO COUNTY
PO Box 77
EMMETSBURG, IOWA 50536
PHONE: 712-852-3844**

An Equal Opportunity Employer

INSTRUCTIONS: Print in ink or type all answers. Use a separate sheet of paper for additional information or explanation.

PERSONAL DATA: **DATE OF APPLICATION:** _____

1. Name: _____
Last First Middle

2. Current Address: _____
Street City State Zip Code

3. Permanent Address: _____
Street City State Zip Code

4. Social Security Number: _____ 5. Home No: () _____

6. Cell No: () _____

7. Email: _____ Do you have a valid Iowa Driver License? _____

8. Are you 18 or older? _____ Yes _____ No

List Schools/Addresses	No. Years Completed	Diploma or Graduate
High School		
College		

9. List any special training (vocational schools, short courses, workshops, etc.) that you might have that would aid in the performance of the position for which you are applying:

10. If the job announcement requires completion of specific courses or training, indicate that which you have completed:

11. If the job announcement requires the operation of specific machinery, list those, which you are competent:
