

Palo Alto County Auditor's Office

Full Time Payroll Clerk and Benefits Coordinator

The Palo Alto County Auditor's Office is now accepting applications for the position of Payroll Clerk & Benefits Coordinator.

Responsibilities include reviewing timesheets; processing payroll; filing payroll taxes; completing IPERS reports; worker's compensation audit; process federal & state withholdings; year end reporting.

Additional duties include voter registration, absentee voting, claims processing. Applicants must have excellent communication skills and computer experience in Microsoft and Excel and be willing to learn all new computer programs.

This position is full time with a benefits package. The starting salary for this position will be based on experience and qualifications.

Applications, accompanied by a cover letter and resume, must be received by noon on Friday, August 21, 2026. Applications can be picked up at the Auditor's Office located in the courthouse or downloaded from the county website paloaltocountyiowa.com. Completed applications should be returned to the Auditor's Office or mailed to: Palo Alto County Auditor

PO Box 95, Emmetsburg, IA 50536.

EOE/AA

Posted: July 31, 2026

**APPLICATION FOR EMPLOYMENT
PALO ALTO COUNTY AUDITOR'S OFFICE
PO BOX 95
EMMETSBURG, IOWA 50536
PHONE: 712-852-2924
Email: cmoser@paloaltocounty.iowa.gov**

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. Home No: () _____

5. Cell No: () _____

7. Email: _____

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

8. List any computer programs and skills that you might have that would aid in the performance of the position for which you are applying:

REFERENCES: List the name, title and address of three (3) persons with knowledge of your character, experience and abilities. Do not list relatives.

9. _____
(Name) (Title)

(Address) (Telephone)
10. _____
(Name) (Title)

(Address) (Telephone)
11. _____
(Name) (Title)

(Address) (Telephone)

EMPLOYMENT RECORD: *Begin with present or most recent employer and continue for the past five years.*

12. Employer _____ Description of Duties: _____
Address: _____
Immediate Supervisor _____
Dates Employed: _____
Position Held: _____
13. Employer _____ Description of Duties: _____
Address: _____
Immediate Supervisor _____
Dates Employed: _____
Position Held: _____
14. Employer _____ Description of Duties: _____
Address: _____
Immediate Supervisor _____
Dates Employed: _____
Position Held: _____

When is the earliest date you would be available to start work? _____

Certification of Applicant: READ CAREFULLY

I HEREBY CERTIFY that this application contains no misrepresentations or falsifications and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such misrepresentation or falsification, my application will be rejected, I will be dismissed from the service, and I will be disqualified from applying in the future for any positions with the County of Palo Alto. I further authorize the County of Palo Alto to make all necessary and appropriate investigations to verify the information contained herein.

DATE: _____ **Signature of Applicant:** _____