

Part-time Clerk/Archivist Position
Delaware County Auditor's Office

The Delaware County Auditor is seeking to fill a part-time clerk position. This position will deal mostly with the storage and retrieval of documents within the office. The ideal candidate for this position must be an honest, hardworking, detail oriented, self-motivator with excellent written and oral communication skills. Candidate must be well organized and able to work independently. Duties of the position would include, but are not limited to, computer entry, scanning, and document retrieval. Applications are available at the Delaware County Auditor's Office, or online at www.co.delaware.ia.us. Please deliver to Delaware County Auditor's Office or mail to Delaware County Auditor, 301 E Main St Room 210, Manchester, IA 52057. The deadline for receiving applications is Monday, November 22, 2017 at 4:30 pm. Delaware County is an equal opportunity employer.