

**PART-TIME OFFICE CLERK NEEDED**

The Delaware County Assessor's Office has an opening for a part-time Office Clerk (20-25 hours per week). Job duties will include, but are not limited to, working with parcel data, legal descriptions, credits, exemptions and data processing. Applicant must have excellent written and verbal communication skills, strong organizational skills and demonstrate attention to detail. Must be able to work under pressure, meet deadlines and follow directives. Knowledge of computer and math skills is essential. Previous office experience and knowledge of legal descriptions is preferred. Experience with Camavision and GIS Software will be of value.

Please submit a resume, cover letter and application to the Delaware County Assessor's Office 301 E. Main St. Manchester, Iowa 52057 or email to [dlett@co.delaware.ia.us](mailto:dlett@co.delaware.ia.us) . A copy of the application and job description is available at the Delaware County Assessor's Office or can be found on our website at [www.co.delaware.ia.us](http://www.co.delaware.ia.us) under "Job Openings". Applications will be accepted until 4:30 p.m. on September 25, 2019. The Delaware County Assessor's Office is an equal opportunity employer.

**DELAWARE COUNTY ASSESSOR'S OFFICE  
301 EAST MAIN STREET  
MANCHESTER, IA 52057  
PHONE (563) 927-2526  
Dan Lett, Assessor**

September 10, 2019

**JOB DESCRIPTION  
PART-TIME OFFICE CLERK**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- ❖ Maintain the highest possible standards of professionalism toward our work and customers
- ❖ Assist as needed with counter traffic and telephones
- ❖ Process and distribute incoming mail
- ❖ Work with daily transfer documents to update information in tax software and CAMA system
- ❖ Complete and process Declarations of Value and enter information into CAMA system
- ❖ Mail appropriate credit and exemption forms to eligible property owners
- ❖ Assist in maintaining homestead and family farm exemption forms
- ❖ Verify and monitor status of homestead applications
- ❖ Maintain and follow up on property owner address changes
- ❖ Direct additional parcel changes through necessary channels
- ❖ Data entry and verification of information in tax and CAMA systems
- ❖ Reviewing and scanning of documents
- ❖ Staffing of additional office hours as needed
- ❖ Future cross-training in additional duties as necessary
- ❖ Insure all activities of this office comply with the Code of Iowa and Rules and Regulations of the Department of Revenue



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**EMPLOYMENT HISTORY**

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**Former Employment** (List employers, starting with the current or most recent. Explain all gaps in time of employment.)

Company Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street City State Zip

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Detailed Job Duties: \_\_\_\_\_  
\_\_\_\_\_Reason for Leaving: \_\_\_\_\_

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Company Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street City State Zip

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Detailed Job Duties: \_\_\_\_\_  
\_\_\_\_\_Reason for Leaving: \_\_\_\_\_

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Company Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street City State Zip

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Detailed Job Duties: \_\_\_\_\_  
\_\_\_\_\_Reason for Leaving: \_\_\_\_\_

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May we contact your former employers to verify this information?

Yes  No May we contact your present employer? Yes  No 

The law prohibits discrimination in hiring due to age, race, color, creed, sex, national origin, religion, disability or veteran's status.
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Please provide any additional information about your abilities or interests that makes you a good candidate for this position:  
\_\_\_\_\_  
\_\_\_\_\_

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***I authorize investigation of all statements contained in the application. I understand that omission or misrepresentation of facts is cause for dismissal.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_