

WORTH COUNTY, IOWA

POSITION DESCRIPTION

Position Title: Clerk/Temporary Part-time

Department: Auditor

Immediate Supervisor: Auditor

Shift: 15-20 Hours per week, possibly more hours closer to the election date. Variable hours including some evenings and Saturdays may be required. Auditor's Office is normally open from 8:00AM to 4:00PM, Monday-Friday.

Location: Worth County

FLSA: Non-exempt

Salary: \$16.00 to \$19.00 per hour depending on previous related experience

Approved by: Board of Supervisors

Date: 07/27/2026

Summary:

Under the direction of the County Auditor, performs technical and administrative work related to election administration and other duties as assigned. Provides administrative support and exceptional customer service to the public and county departments.

Essential Duties and Responsibilities:

- Provide prompt, professional customer service to the public and county staff in person, by telephone, email, and mail.
- Perform reception duties, answer and direct telephone calls, greet visitors, and relay messages.
- Data entry using the State's Voter Registration database.
- Prepare ballots to be mailed.
- Provide clerical and accounting support and process mail.
- Assist with voter registration, election preparation, ballot proofing, and absentee ballot processing as assigned.

- Assist with Accounts Payable.
- Perform other related duties as assigned.

Supervisory Responsibilities:

None

Qualification Requirements:

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed as follows are representative of the knowledge, skill, and ability required.

Ability to review, classify, categorize, prioritize, and analyze data and information.

Ability to produce reports with proper format, punctuation, spelling, grammar, and using all parts of speech. Requires the ability to communicate with and before others using correct English.

Ability to represent Worth County in a professional manner.

Ability to interact and deal effectively with coworkers and the general public.

The requirements and duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Education and Experience:

High school diploma or equivalent required. One year of experience in office administration, local government, secretarial or word processing and spreadsheet skills. Equivalent combinations of education and experience will be considered.

Language Skills:

Ability to communicate effectively with co-workers and the general public.

Ability to deal with the general public in a tactful and courteous manner.

Ability to properly and effectively communicate verbally and in writing.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions in written,

oral, or diagram form.

Ability to apply common sense to solve problems or achieve work objectives.

Ability to recognize work situations that require special attention.

Ability to think critically, to conceptualize, to understand, to describe, and to solve practical and technical problems.

Certificates, Licenses, Registrations:

None.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee must be physically able to start, stop, operate, and monitor a variety of automated office machines and equipment.

Must be able to move or carry job-related objects or materials. Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (20-40 pounds).

Physical demands are consistent with sedentary office work. Some tasks require visual perception and discrimination, and may involve extended periods at a keyboard or workstation.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee may be exposed to physical harm caused by an emotional consumer or the general public.

Tasks are regularly performed without exposure to adverse environmental conditions.

Work is normally performed in an office environment. Headaches, eyestrain, carpal tunnel, and related occupations hazards associated with computer work reflect most common potential for injury.

The noise level in the work environment is usually moderate.

Comments:

Must have a valid Iowa Driver's License and have reliable transportation. Must be insurable for driving under county insurance company policies.

Worth County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

Worth County participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.