

**EMMET COUNTY**  
**TREASURER'S OFFICE**

IS ACCEPTING APPLICATIONS FOR  
**DRIVERS LICENSE CLERK**

PRE-EMPLOYMENT PHYSICAL, DRUG TEST AND  
BACKGROUND CHECK IS REQUIRED.

SUBMIT APPLICATIONS BY 6/19/2020

View job description and download application at  
emmetcountya.com or email

[bmoore@emmetcountya.com](mailto:bmoore@emmetcountya.com).

Emmet County is an Equal Opportunity Employer

## **EMMET COUNTY TREASURER**

**POSITION:** Driver License Clerk

**REPORTS TO:** DL Supervisor &  
Emmet County Treasurer

### **General Duties:**

- Perform issuance of Iowa Driver's License and ID's.
- Performs written tests and evaluation of applicant's ability to have a License.
- Maintain working relationship with co-workers and general public.
- Ability to read and comprehend instructions in writing.
- Adapt to changes and keep updated in new procedures.
- Accuracy and efficiency in office work.
- Ability to handle difficult customers
- Ability to work under pressure, meet deadlines, and follow directions.
- Answer office telephones and communicate information to callers.
- Ability to remain calm in stressful situations.
- Basic knowledge of computers and Windows operating systems.
- Knowledge of Word and Excel operating systems.
- Later would be required to cross train in other departments of office.
- May add to or change the duties of the position at any time.

**WAGES:** Starting \$15.00 hour

### **BENEFITS:**

Vacation – Personal Days - Holidays – Sick Days – Medical & Life Insurance

**HOURS:** Monday thru Friday 8:00 AM to 4:30 PM with one-hour lunch

### **Physical Demand**

Assisting elderly in sitting and rising from a chair, wheel chair assistance.

Lifting boxes from one area of building to another. (Approximately 10 to 45 lbs.)