

**NOW HIRING**

**Washington County Auditor's Office  
Real Estate Administrator  
& Subdivision Coordinator**

Individual will maintain accurate real estate records for taxation purposes, check and research titles and legal descriptions, maintain county road records, and researches information pertaining to real estate including ownership, property lines, etc. Individual will also be responsible for the administration and enforcement of the County's subdivision ordinance, assistance to the general public and real estate professionals both in person and via telephone, and providing accurate and updated information regarding the secondary roads system within the County.

Education and experience requirements: Graduation from high school or GED is required, minimum of 3 years abstracting experience or experience with real estate and legal descriptions preferred, or any equivalent combination of training and experience.

Also preferred (or acquire knowledge of): the process of land development, general principles of flood plain regulation, ability to use drafting equipment, knowledge of ESRI or other GIS software, and ability to comprehend, interpret and apply Iowa Code and local laws.

Salary: to be determined, based on education and/or experience. Minimum of \$21.64 per hour.

Application and full job description may be found at <http://washingtoncounty.iowa.gov>. Please submit cover letter, resume, and completed County application to:

**Washington County Auditor's Office  
Attn: Amber Armbruster, Human Resources  
P.O. Box 889; 222 W. Main St.  
Washington, IA 52353**

**-OR-**

**email to: [aarmbruster@co.washington.ia.us](mailto:aarmbruster@co.washington.ia.us)**

**Applications accepted through Friday, June 7, 2024  
at 4:30 p.m.**

Washington County is an Equal Opportunity Employer