

WASHINGTON COUNTY TREASURER

JEFFREY A. GARRETT

222 West Main St., PO Box 88g, Washington, IA 52353
319-653-7721 Property Tax | 319-653-7724 Motor Vehicle | 319-653-7789 Driver's License
treasurer@washingtoncounty.iowa.gov | washingtoncounty.iowa.gov | www.iowatreasurers.org



PUBLIC NOTICE

Full-Time Clerk Position – Washington County Treasurer

The Washington County Treasurer is currently seeking applicants to fill a permanent full-time clerk position. The position will focus primarily on motor vehicle title and registration but will also work with property tax and driver's license transactions.

Classification: Permanent Full-Time
Compensation: \$23.91 per hour – Starting wage per approved pay scale
(commensurate with direct experience)
Benefits: Standard County benefits, including paid vacation, sick leave, and
holiday pay, as well as group life, health, and dental insurance.
Hours: 8:00 am to 4:30 pm, Monday through Friday

Duties include:

- Processing motor vehicle title and registration transactions according to procedures established by the Washington County Treasurer and the Iowa Department of Transportation.
- Answering and returning telephone calls, including referring customers to proper personnel or resources.
- Processing transactions in the Driver's License and Property Tax departments.
- Daily handling and reconciling of cash and check receipts.

Qualifications:

- Graduation from an accredited High School (or GED).
- Post-secondary business training desirable but not required.
- Must possess strong computer skills with proficiency in a Windows-based environment. Proficiency with MS Outlook, Word, and Excel is desirable.
- Must be reliable with excellent public relations skills.
- Must possess strong financial aptitude and organizational skills.
- Pre-employment physical and background check required.
- Workplace assessment may be required.

Resumes must be accompanied by a Washington County Employment Application. Deadline for applications is 4:00 pm on Friday, August 28, 2026. Applications are available online at www.washingtoncounty.iowa.gov/jobs. To receive an application by mail, call the treasurer's office at 319-653-7721 or email treasurer@washingtoncounty.iowa.gov.

August 11, 2026