

Position Available – Sioux County Assessor’s Office

Applications are currently being taken for a full-time, real estate clerk position. Duties include, but not limited to; general clerical duties including working with property transfers, legal descriptions, credits and exemptions and property parcel data. Computer knowledge required and Microsoft Office Suite is preferred.

Must be good at communication with the public and answering questions concerning assessment related matters.

Cover letter and resume must be received by 4:30 p.m., Friday, June 21, 2019 at the Sioux County Assessor’s Office, PO Box 48, Orange City, IA 51041-0048, or emailed to assessor@siouxcounty.org. A complete job description can be obtained [here](#).

All letters of application and/or resumes will be open to public inspection unless requested in writing to be kept confidential.

SIOUX COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER