

Sioux County Job Opening

Effective 10/18/2021

The Sioux County Auditor will be accepting applications for a full-time **Real Estate Clerk** in the County Auditor's Office until the position is filled. Work hours are M-F, 8-4:30 PM with additional hours as needed. Applicant should have the following qualifications/skills:

- Ability to read and understand property legal descriptions
- Experience with ArcGIS mapping software beneficial
- Proficient in Microsoft Excel, Outlook, Word
- High attention to detail
- Excellent public relations skills
- Ability to work independently and cooperatively

Starting salary range for this position is \$44,000 to \$50,000 depending on experience, along with a generous benefits package including IPERS.

All applications and resumes' will be open to public inspection unless requested in writing to be kept confidential. Application forms are available on the County Website: www.siouxcountya.gov

Please e-mail or mail application, resume, and references to:

auditor@siouxcounty.org

Ryan Dokter, Sioux County Auditor

PO Box 18
Orange City, IA 51041

Sioux County is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristics as outlined by federal, state, or local laws.