Applications are being accepted for a full-time position in the Buena Vista County Auditor's Office, as a Real Estate/Drainage Clerk. A candidate for the position must have a high school diploma/GED. An associate or bachelor's degree in business or accounting preferred, but not required. The candidate must have strong PC skills, including proficiency in Microsoft Word and Excel, strong organizational, multi-tasking, and prioritizing skills, and strong communication skills (written and verbal). The ability to read and interpret legal descriptions is helpful, but not required. The ability to work with the public, ability to communicate with various levels of management, clear handwriting, and mature work habits are essential. Applications and a job description are available on the county website, https://www.buenavistacounty.iowa.gov and should be returned to the Buena Vista County Auditor's Office, 317 E 5th St., P O Box 220, Storm Lake, IA 50588, or emailed to slloyd@bvcountyiowa.com . The deadline for submitting applications is March 15, 2024. Buena Vista County is an equal opportunity employer.