



*Buena Vista County*  
BEAUTIFUL VIEW

## **Buena Vista County Assessor's Office**

The Buena Vista County Assessor is currently seeking a full-time Office Assistant who would be available to work 40 hours per week, Monday-Friday, 8:00am – 4:30pm.

The position will consist of a broad variety of administrative support tasks for the Assessor's office staff and requires knowledge of common office practices and procedures. Strong computer and communication skills are required. The ability to read and comprehend legal descriptions is preferred. Real estate and/or appraisal knowledge is a plus. The person chosen for this position must be detailed oriented, have excellent interpersonal skills, the ability to manage time/projects independently, and be willing to learn.

Applicants must pass a criminal background check and a pre-employment drug screen prior to hire.

Salary is negotiable, and will be based on skill and experience.

To apply, submit a cover letter, resume, and completed job application to the Buena Vista County Assessor's office in person or email to [robinson@bvcountyiowa.com](mailto:robinson@bvcountyiowa.com). Position remains open until filled. Applications submitted without a cover letter, resume, and completed Buena Vista County job application will not be considered.

Applications are available at the Assessor's Office or online at:

<https://buenavistacounty.iowa.gov>

Please direct any questions to Joe Cronin, Buena Vista County Assessor, at (712) 749-2543 or [jcronin@bvcountyiowa.com](mailto:jcronin@bvcountyiowa.com)

**Buena Vista County is an Equal Opportunity Employer  
and a Drug Free Workplace.**