

ACCEPTING APPLICATIONS NOW

Responsibilities of the Treasurers Office

The purpose of this position is to participate in the day to day responsibilities of the Drivers License Issuance and Certified Drive Examiner, Motor Vehicle division such as titling and registrations and Property tax collections and miscellaneous receipting. Each of these positions include many duties too numerous to list.

You would be required to get finger printed for the Drivers License Issuance. You would also complete the Certified Driver Examination.

For the Motor Vehicle Division you would issue mobile home titles, process all motor vehicle documents as required by the laws of the State of Iowa, examine the documents needed for titling and licensing, assist customers in completing documents, prepare and issue motor vehicle titles and registrations, license plates, maintain department records, communicate with the Department of Transportation and the Office of Vehicle Services and auto dealers. You shall comply with all applicable statutes and administrative rules of the State of Iowa pertaining to motor vehicle titling and registrations.

For the property tax duties, this will include preparing and mailing tax statements, delinquent tax notices and collecting taxes.

You will be operating the State ARTS system and Pro 10 software from Tyler Technologies and Tyler Content Manager. You may attend training courses, seminars and other instructional meetings as requested by the treasurer. You would also be asked to perform many other office duties as assigned by the county treasurer.

The duties include providing customer service to the public in a timely manner, maintaining relations with them in a courteous, tactful and professional manner at all times.

Working with Word and Excel is also very helpful.

Please fill out an application from the Auditor's Office or online.

Chickasaw County is an Equal Employment Opportunity Employer and does not discriminate on the basis of sex, race, national origin, age, sexual orientation, gender identity, disability or any other protected class. Disabled individuals are encouraged to apply and should contact the County Treasurer if reasonable accommodations are needed to apply.