HELP WANTED:

Grundy County Treasurer is accepting applications for a Full-Time Universal Deputy.
Qualified applicants must have a high school diploma or G.E.D. Windows and spreadsheet knowledge, office experience, and cash handling abilities required. Must possess valid driver's license. Contact the Grundy County Treasurer's office, 706 G Ave, Grundy Center, IA 50638 for application form and job description. Application and job description are also available online at www.grundycountyiowa.gov. Deadline to apply is December 5, 2025. An equal opportunity employer. Federal and state laws prohibit employment and/or public accommodation discrimination based on age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status.

GRUNDY COUNTY TREASURER
JOB DESCRIPTION

Title: Universal Deputy

Purpose: The purpose of this position is to participate in the day-to-day activities under the direction of the County Treasurer as related to this position. Appointed every four years by the Grundy County Treasurer and approved by the Board of Supervisors.

General:
Duties include, but are not limited to: property tax collection, daily balancing, accounting functions, processing receipts, answering questions in person, by phone and by email; assisting in motor vehicle transactions, performing driver's license functions, including testing and issuance of driver's licenses, nonoperator identification cards, and person with disabilities identification devices on behalf of the State; and performing additional tasks as assigned by Treasurer.

Requirements: Individuals must possess knowledge, skills, and abilities, or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some combination of skills and abilities.

1. High School Diploma or GED required, with a minimum of one year experience in bookkeeping, typing, computer, and/or public relations; or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills and abilities for this position.
2. Possess and maintain a valid Iowa driver's license. Possess a driving record which does not indicate that he or she may be incapable to operate a motor vehicle safely, as determined by the DOT.
3. Essential duties usually performed while sitting or standing. Some amount of walking, stooping, kneeling, bending, lifting and carrying large objects (40-45 lbs.) and other movements may be required.
4. Employee generally performs their duties during the hours the Treasurer's office is open. However, it may be necessary to be available for additional hours as needed to balance daily books, complete transactions, or attend trainings.
5. Ability to read English language sufficiently to be able to read information contained in materials used by the offices, to understand and respond accurately to written inquiries.
6. Superior English language writing skills for completion of various written paperwork including, but not limited to: filing, record-keeping, categorizing, and drafting of correspondence, etc.
7. Mathematical skills, including addition, subtraction, multiplication and division, to do calculations on the calculator.
8. Ability to count and handle cash.

9. Sufficient manual dexterity to be able to operate all office equipment including, but not limited to, computers, fax machine, copy machines, typewriters, phone systems and postage machines.
10. Ability to receive telephone calls from the public, respond to inquiries, and communicate with co-workers and others by telephone, with or without a reasonable accommodation.
11. Ability to learn and perform all essential job functions accurately, with minimal direct supervision, within a certain length of time determined by the employer in consideration of job assignments.
12. Knowledge of the County's mission, purpose, and goals, and the role of the employee in achieving them. Knowledge and compliance of State and County policies and laws and how they affect office procedures.
13. Knowledge or the ability to learn computer skills and languages used by each department (e.g., Microsoft Word).
14. Attend training courses, workshops, seminars, and other instructional meetings as required.
15. Capable of traveling to bank to deposit receipts.
16. Must be able to multitask between the three departments and handle stressful situations with disgruntled customers.

Essential Job Functions: Collect and distribute property tax dollars. Maintain mobile home records. Process and account for tax payments made on the Iowa Treasurer's Association website. Maintain elderly and low-income property tax credits.

Research property tax inquiries and provide information to property owners, abstractors, attorneys, appraisers, financial institutions, and real estate agents.

Assist Treasurer with the annual tax sale. Post tax sale payments and redemption. Correspond with tax sale investors regarding tax sale redemptions and subsequent tax payments.

Receive and accurately account for all funds received by the various county offices and departments.

Daily reconciliation and deposit of funds received. Monthly balancing of revenue collections and reconciliation of general ledger.

Process motor vehicle documents as required by the laws of the State of Iowa. Examines the documents needed for titling and licensing; assist customers in completing documents; prepares and issues motor vehicle titles and registrations; issues validations and license plates; maintain department records; communicate with Department of Transportation, other county motor vehicle offices, auto dealers, and customers with motor vehicle concerns.

Duties for tax, motor vehicle and driver's license:

1. Provide customer service to the public in a timely manner. Maintain good relations with the public, dealing with them in a courteous, tactful, and professional manner.
2. Correctly explain to customers procedures and legal requirements.
3. Maintain and respect customer confidentiality.
4. Answer telephone calls in a prompt, efficient manner, giving accurate information.
5. Maintain security on all accountable items.
6. Keep manuals updated and available to all personnel. Maintain document files.
7. Attend training courses, workshops, seminars, and other instructional meetings as required by the DOT and supervisor.
8. Complete daily and monthly reports.
9. Properly prepare and mail correspondence/notices when required.
10. Keep account of supplies and forms, and order when necessary.
11. Understand the basic duties of the other offices within our local county government to direct the public to the proper location for busines needed.
12. Perform other office duties as assigned.

Additional Driver's License duties:

1. Conduct vision screenings, knowledge exams, and skills tests in accordance with the test specification and procedures prescribed by the DOT's Examiner Manual. Shall not assist any driver's license applicant to obtain a passing score on a knowledge or skills test.
2. Shall comply with all applicable statutes and administrative rules of the State of Iowa, with all applicable federal laws, including regulations of the Federal Motor Carrier Safety Administration (FMCSA), standard operating issuance procedures of the DOT as set forth in procedural memos, e-mail, examiner manual, on-line manual, document identification Training manual, ID checking guide, and with all local ordinances.

Performance Standards

The criteria for evaluation in this position include, but are not limited to, the following:

1. Ability to perform essential functions of the job, in a timely and accurate manner in accordance with County procedure.
2. Proper discharge of duties by the employee will be measured, in part, by the number of mistakes made in handling and processing work and inquiries. Employees will be expected to have no more than a reasonable number of mistakes or complaints in regards to the discharge of their duties and responsibilities.
3. Proper operation of all equipment and ability to follow County policies and procedures will be measured through visual observation and periodic verification.

Note: The County reserves the right to change or reassign job duties, or combine positions at any time.

During the course of job performance and during work hours, the employee represents the County in regard to the public. In accordance with this, the employee is expected to keep conduct, behavior and presentation in a matter befitting the County. Employee is expected to be courteous and polite in all dealings with the public in the course of job performance and discharge of duties. Employee is expected to maintain a positive working attitude.

Employee is to observe co-workers, supervisors, and visitors and promptly report any evidence of theft or inappropriate diversion of County Resources.

The employee in this position will be considered an employee at will and as such, is free to resign at any time. Likewise, the County reserves the right to terminate the employee at any time without any reason being required.

Grundy County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

GRUNDY COUNTY, IOWA EMPLOYMENT APPLICATION

Grundy County, Iowa, is an equal opportunity employer and does not discriminate against any employee or applicant for employment on the basis of age, race, religion, creed, color, sex, national origin, or disability. Please answer ALL questions. Print or write carefully. If you provide false, inaccurate, or incomplete information on this application form or in any interview or if you fail to disclose information requested on this application form or in any interview, you will not be eligible for employment, or, if you are hired, you will be subject to termination.

Note: If you have a physical or mental disability and you believe that an accommodation may be necessary in order for you to complete this application, please state the kind of accommodation which you believe is appropriate: _____

PERSONAL INFORMATION (TO BE COMPLETED BY ALL APPLICANTS)			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
	Cell Phone		
Date Available	Social Security No.	Desired Salary	
Position Applied for			

Are you 18 years of age or older?	YES ☐ NO ☐	Are you legally eligible to work in the United States?	YES ☐ NO ☐
Have you previously applied for employment with this county?	YES ☐ NO ☐	If yes, when and under what name?	
Have you ever worked for this county?	YES ☐ NO ☐	If yes, when?	
Is there any name, other than the name stated above, which you have previously used to identify yourself?	YES ☐ NO ☐	If yes, set out.	

EDUCATION (TO BE COMPLETED BY ALL APPLICANTS)			
High School		Address	
	Did you graduate? YES ☐ NO ☐		Degree
College		Address	
	Did you graduate? YES ☐ NO ☐		Degree
Other		Address	
	Did you graduate? YES ☐ NO ☐		Degree

GENERAL (TO BE COMPLETED BY ALL APPLICANTS)
Subjects of special study or research work
Special skills
Activities:

PREVIOUS EMPLOYMENT (TO BE COMPLETED BY ALL APPLICANTS)		
Employer	Phone ( )	
Address	Supervisor	
Job Title	Starting Salary $	Ending Salary $
Responsibilities		
From To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES ☐ NO ☐		
Employer	Phone ( )	
Address	Supervisor	
Job Title	Starting Salary $	Ending Salary $
Responsibilities		
From To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES ☐ NO ☐		
Employer	Phone ( )	
Address	Supervisor	
Job Title	Starting Salary $	Ending Salary $
Responsibilities		
From To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES ☐ NO ☐		

In addition to the foregoing, be sure to include an explanation of all gaps in time of employment by attaching extra pages or providing details on the back of this page. Also, please set out your attendance record with your last three employers.
Other than vacation and holidays, how many days did you miss work in the last three years? ________________________
How many months have you been unemployed in the last twelve months? ____
How many months have you been unemployed in the last 36 months? ____

TERMINATIONS AND DISCIPLINARY ACTION (TO BE COMPLETED BY ALL APPLICANTS)

For purposes of the following questions, the term "fired" means firing from employment, termination of employment, discharge from employment, or any involuntary separation from employment, and the term "quit" means a resignation from employment, a failure to return to work, or any voluntary separation from employment. If you answer "yes" to any of the following questions, you must provide detailed information on a separate form or on the back of this sheet.

Have you ever been fired?	YES ☐	NO ☐
Have you ever been asked to quit?	YES ☐	NO ☐
Have you ever quit after being told that you would be fired if you did not quit?	YES ☐	NO ☐
Have you ever quit after being advised disciplinary action would be taken against you?	YES ☐	NO ☐
Have you ever quit after disciplinary action was taken against you?	YES ☐	NO ☐

For purposes of the following questions, the term "disciplinary action" means any adverse action taken by the employer against the employee for reasons relating to conduct or performance and the term includes, but is not limited to, counseling, verbal warnings, written warnings, verbal reprimands, written reprimands, paid suspensions, unpaid suspensions, days of reflection, and involuntary separation from employment.
If you answer "yes" to any of the following questions, you must provide detailed information on a separate form or on the back of this sheet.

Have any of your previous employers ever taken any disciplinary action against you?	YES ☐	NO ☐
Have you ever been ordered, directed, or required to pay money to your employer as a part of disciplinary action that was taken against you?	YES ☐	NO ☐
Have you ever been ordered, directed, or required to return property to your employer as a part of disciplinary action that was taken against you?	YES ☐	NO ☐

CRIMINAL RECORD (TO BE COMPLETED BY ALL APPLICANTS)

The term "convicted" includes a guilty plea, a plea of nolo contendere or no contest, a deferred judgment or adjudication, and an adjudication of guilt or delinquency as a minor. If you answer "yes" to any of the following questions, you must provide details on the back. Note: Convictions will not necessarily bar you from employment. We will consider the number, nature, seriousness, and recency of the convictions in making our decision.

Have you ever been convicted of a crime?	YES ☐	NO ☐
Please explain:		

THEFT (TO BE COMPLETED BY ALL APPLICANTS)

For the purposes of the following questions, the term "theft" means taking, possession, or controlling property belonging to an entity (such as a company, partnership, or sole proprietorship) or belonging to another person without the right or authorization to do so. "Theft" includes, but is not limited to thefts of cash (currency and coin), thefts of checks, thefts of funds (by wire transfer or otherwise), misuse or unauthorized use of credit/debit cards, thefts of property, misuse or authorized use of accounts or allowances (clothing, mileage, meals, etc.), thefts of time (timekeeping abuse, improper use of leaves of absence, employer time spent on non-employer related matters, etc.), and thefts of service (use of employer's property to perform unauthorized work).

I. Have you ever committed an act of theft that involved your place of employment?	YES ☐	NO ☐
If your answer is "yes" to the preceding question, you must answer the following questions. Was the act reported to or identified by the employer?	YES ☐	NO ☐
Did the employer take any disciplinary action against you?	YES ☐	NO ☐
Did the employer report this action to law enforcement?	YES ☐	NO ☐
Did you pay money or transfer any property to the employer as a result of your act?	YES ☐	NO ☐
II. Have you ever committed an act of theft that did not involve your place of employment?	YES ☐	NO ☐
If your answer is "yes" to the preceding question, you must answer the following questions. Was that act reported to or identified by the victim?	YES ☐	NO ☐
Did the victim report this action to law enforcement?	YES ☐	NO ☐
Did you pay money or transfer any property to the victim as a result of your act?	YES ☐	NO ☐

MILITARY SERVICE (TO BE COMPLETED BY ALL APPLICANTS)	
Branch	From To
Rank at Discharge	Type of Discharge and attach copy of Form DD-214
If other than honorable, explain	

REFERENCES (TO BE COMPLETED BY ALL APPLICANTS)	
Please list three professional references.	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	

DISCLAIMER AND SIGNATURE (TO BE COMPLETED BY ALL APPLICANTS)	
I certify that the statements made by me in this application and all related information which I have provided are true, accurate and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, incomplete or misleading information in my application or interview, I will not be eligible for employment, or, if I am hired, that I may be terminated regardless of the date on which Grundy County discovers the violation of its policy regarding application form dishonesty. In connection with my application for employment with Grundy County, I expressly authorize the release to Grundy County of any records or information which may refer or relate to my application for employment, including, but not limited to, records of schools, law enforcement or criminal justice agencies, and previous employers. I hereby release and discharge Grundy County and any other person, firm, agency or corporation from any and all claims and liability which I may have or ever claim to have relating to information provided to Grundy County as part of my application for employment. If I am offered and accept employment with Grundy County, I understand that my employment is At Will and that my employment may be terminated at any time and for any reason either by me or by Grundy County.	
Signature	Date

NOTE: Please feel free to attach a resume.