

The Cedar County Board of Review/Assessor's Office is taking applications
for the following vacant position:
Board of Review Secretary (Seasonal)

This is a part-time, seasonal position without paid leave or health benefits with an hourly wage of \$18.45. This position supports the Cedar County Board of Review. The Cedar County Board of Review is the local appeal board for assessments. The Board convenes during the month of May.

Essential work duties:

- Be present at all Board of Review meetings, including the May 1st organizational meeting.
- Ability to transcribe minutes into a digital format. This process will occur after hearings and outside of the Board of Review meeting times.
- Compile and mail notices for Board of Review final decisions within a deadline.

Knowledge and abilities:

- Ability to listen and transcribe notes efficiently.
- Must have knowledge and experience with Microsoft Word.
- Thorough knowledge of modern office clerical, administrative support and customer service practices and procedures.
- Ability to communicate effectively and maintain working relationships with the general public, elected officials and other county employees and community groups.
- Operate a personal computer using program applications appropriate to assigned duties and responsibilities.

Essential physical abilities:

- Clarity of speech and hearing, with or without reasonable accommodation, which permits the individual to communicate effectively with the public and other Cedar County employees.
- Sufficient vision, with or without reasonable accommodations, which permits the individual review a wide variety of written correspondence, report and related materials in both electronic and hard copy form.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the individual to operate and keyboard and produce hand-written materials and notations.
- Sufficient personal mobility, with or without reasonable accommodation, which permits the individual to access office files, visit and distribute materials to other staff members.

Applications can be obtained on the county website www.cedarcountry.iowa.gov or contact the Cedar County Assessor's Office at 563-886-6413.

Deadline to submit a completed application is at 4:00 p.m. on Friday, March 31, 2023 to the Cedar County Assessor's Office.