



## Full time Office Assistant Iowa County Conservation

**Description:** Provides business, office and clerical assistance, reception/visitor assistance, record keeping, staff assistance, web page editing and maintenance, processing of facility reservations, newsletter editor, work with volunteers, general office.

**Qualifications:** Applicants must have a high school diploma, an interest in Iowa's natural resources, a valid driver's license, pass a background check and possess good work habits. Also, applicants should be knowledgeable in Microsoft Office programs and comfortable with computer/office work.

**Duties:** Work with the public in answering questions and welcoming them to the park and nature center, answer telephones, conveys messages, and runs errands. Archive newspapers, newsletters, posters, and press releases. Write, type, or enter information into computer to prepare correspondence. Format and edit written material and pictures for newsletters, labeling, paperwork, and delivery to the post office. Assist with bills, statements, receipts, checks, or other documents, copying information from one record to another, sort, and file records. Assist with special events and programs marketing. Assist with editing, formatting, and maintaining website, and/or social media by keeping information current. Assist with volunteer programming and light cleaning as needed. Other duties as assigned.

**Compensation:** This position's starting wage is \$20 hourly. This position may require work on some nights and weekends. Schedule can be set upon hiring.

**Benefits:** Full benefits package is included

**Application Procedure:** Applicants should send a current resume, three references, a cover letter and filled out application by email to the address below. The application can be found at:

<https://iowacounty.iowa.gov/employment/>

**Deadline:** Open until filled

Jacob Slings  
2550 G Ave  
Ladora, IA 52251  
[Jslings@iowacounty.iowa.gov](mailto:Jslings@iowacounty.iowa.gov)

*Disclaimer: The above statements are intended to describe the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*