

Des Moines County Treasurer's Office

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Motor Vehicle Department

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MOTOR VEHICLE CLERK II

A position is open for a Motor Vehicle Clerk II in the County Treasurer's office. Office and cash handling experience is preferred, and previous customer service experience will be helpful. This position requires excellent computer keyboard/typing skills and the ability to learn and retain a considerable amount of technical data on a wide variety of procedures. Must be able to function well in a very busy and fast-paced office environment and handle stress well.

The job duties will involve, but not limited to the following: transferring ownership of motor vehicles and mobile homes; issuing titles, registrations and license plates; processing mail and online transactions; waiting on customers at the counter; answering the telephone.

Successful candidates must be personable and possess excellent communication skills to explain procedures concisely and courteously to customers at the counter, on the phone or in writing. Must be willing to accept other duties as needed and/or requested.

A complete job description and application form is available at the County Treasurer's office and will be accepted until 4:30 p.m. on December 12, 2022.