**Christy Skilling**

Deputy Auditor

Real Estate & Elections

**Melissa Arndorfer**

Deputy Auditor

Payroll & Elections

**State of Iowa**

 **Office of**

**COUNTY AUDITOR**

*Kossuth County*

**TAMMY EDEN**

County Auditor

Commissioner of Elections

**114 West State Street**

**Algona, Iowa 50511**

**Brittany Cressler**

Accounting Clerk

**Luke Snyder**

GIS

515-295-2718 (Office) 515-295-3425 (Drainage) 515-295-3071 (FAX)

**Job Opportunity**

The Kossuth County Auditor’s Office is seeking applicants to fill a full-time Drainage Clerk position.

This position requires strong computer skills and experience using Microsoft Word and Microsoft Excel. Experience in Accounting and knowledge of Drainage is preferred. Successful candidates must possess the ability to work well with others in an office setting and be able to provide service to the public in a friendly and helpful manner. A successful candidate must also have a positive attitude, strong organizational skills, the ability to multitask and learn new duties, meet deadlines and strive for accuracy at all times.

Please submit an application, cover letter and resume with references to the Kossuth County Auditor at 114 West State Street, Algona, Iowa 50511. Applications are available on our website: www.kossuthcounty.iowa.gov or you may pick one up at the Auditor’s Office.

Application deadline is 4:00 P.M. June 27, 2025 or until position is filled.

**KOSSUTH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**

**Kossuth County, Iowa**

**Position Description**

**Position: Drainage** Expert **Reports to: County** Auditor

**Department: County** Auditor **Date Prepared: 6**/9/2025

**FLSA:** Non-exempt **Date Revised:** 6/11/2025

# GENERAL DESCRIPTION OF POSITION

Performs maintenance of Drainage District work orders, public hearings, bid lettings, re-levies, accounts payable, accounts receivable and communication between landowners and drainage attorneys and engineers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Confers with attorneys, engineers, real estate and business representatives, developers, surveyors, departmental and governmental officials, and property owners on related matters.
* Analyze data within the automated mapping system to assure accuracy.
* Enters claim information and issues Drainage warrants every two weeks for all district claims, periodically issuing handwritten warrants when directed. Processes accounts payable and accounts receivable in the Drainage program. Calculates and certifies to the Treasurer, assessments for drainage.
* Approves, locates, and coordinates contractors, Trustees, and work orders for maintaining drainage accounts payable and receivable record and prepare levy rates accordingly.
* Organizes and prepares documentation for any undetermined extra work requested by the Drainage Trustees, FEMA or State regarding drainage disasters or reclassifications.
* Communicate and facilitate Township Budgets and Annual Financial Reports. Certify all Township Budgets with the Department of Management.
* Must be capable of processing voter registrations, processing absentee ballot requests and ballots, preparation of complex statistical data for electronic reports in accordance with state and federal law.
* Must be capable of operating Iowa’s statewide voter registrations system.
* Understands and uses applicable software to prepare elections, ballots, voting equipment and electronic poll book equipment, and other software as needed.
* Attend and participate in training, conference and seminars as required.
* Other duties as assigned by the Auditor that are essential to the execution of all tasks related to elections.
* Work extra hours on some Saturdays and weekdays for primary, general, special, and city/school elections as required by law or necessary to perform added election duties.
* Other duties as assigned by the Auditor that are essential to the function of the Auditor’s office.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION AND EXPERIENCE**

High school diploma or G.E.D. or equivalent required. A degree or education in real estate, agriculture, and/or accounting is beneficial or any equivalent combination of education, training, and experience.

1. **COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. ability to write reports, business correspondence, and policy/procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Effectively communicate verbally and in writing. Establishes and maintains effective working relationships with other County employees, officials, representatives of other agencies and the general public.

1. **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

1. **CRITICAL THINKING SKILLS**

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

1. **ADDITIONAL INFORMATION**
* Knowledge of basic accounting principles.
* Ability to maintain compliance with applicable state and federal laws.
* Able to proficiently operate general office equipment such as computers, 10-key calculator, copy machine, postage machine, and telephone.
* Utilize Microsoft Office products such as Word, Excel, Publisher, Outlook, and PowerPoint, web browsers, ESRI Geographical software and other miscellaneous products.
* Develop skills in planning, organizing, and time management.
* Highly efficient and organized in the maintenance of filing systems.
* Demonstrates attention to detail and accuracy.
* Ability to maintain confidentiality.
* Providing courteous and compassionate customer service in the most efficient manner.
* Able to attend out of town meetings, if necessary, and drive personal vehicle.
* Demonstrate safe working habits and knowledge of safety policies, procedures, and practices.
* Must be capable of regular and predictable attendance in order to perform assigned tasks and responsibilities.

**REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

* Valid Iowa driver’s license and be insurable under Kossuth County’s guidelines.
* Willingness to obtain State Election Administrators Training (S.E.A.T.) certification as requested by the Auditor.

**MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations require intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also, to determine or select material and equipment where highly variable sequences are involved.

**ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

# PHYSICAL DEMANDS AND WORK ENVIRONMENT

* Occasionally lifts, carries, or otherwise moves and position objects weighing up to twenty (20) pounds and up to ten (10) pounds frequently.
* Position requires frequent ability to stand, sit, reach with hands and arms, push and/or pull, kneel, stoop or bending at waist, climb stairs, and talk or hear.
* Position requires occasional use of hands to finger, handle, or feel.
* Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
* Work is performed indoors in a normal office environment.
* The noise level ranges from quiet to moderate.
* The typical schedule for this position is Monday - Friday: 8AM-4PM. Must also be available to attend meetings/work outside of normal business hours as requested and may be required to travel to meet job requirements.

The physical demands and work environment described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions absent undue hardship. Kossuth County retains the right to change or assign other duties to this position.

 Employee Signature Date

 Employee Name (Print) Department

 Department Head or Elected Official Date

 Human Resources Date