

EMMET COUNTY TREASURER

POSITION: Driver License Clerk

REPORTS TO: DL Supervisor &
Emmet County Treasurer

General Duties:

- Perform issuance of Iowa Driver's License and Identification Cards.
- Enter data, collect fees, vision screening, take photo, and scan on Program.
- Being in compliance with State & Federal Regulations.
- Determine authenticity of identification and type needed for specified license.
- Accuracy and efficiency in office work extremely important.
- Maintain a high level of confidentiality and security of information.
- Required to possess and keep an Iowa Driver's License.
- Evaluation of applicant's ability to have a License.
- Administer oral tests and road drive tests when needed.
- Weekly and Monthly reporting and submitting documents.
- After hire, must successfully complete training, certification, and background check.
- Ability to read and comprehend instructions.
- Adapt to changes and keep updated with new policies & procedures.
- Ability to handle difficult customers and remain calm.
- Ability to work under pressure, meet deadlines.
- Answer office telephones and communicate information to callers.
- Basic knowledge of computers, Windows and Internet.
- Outlook, Word and Excel operating systems.
- Maintain good working relationship with co-workers and general public.
- Be reliable responsible, and dependable in fulfilling obligations.
- Later would be required to cross train in other departments of office.

WAGES: Starting \$15.00 hour

BENEFITS:

Vacation – Personal Days - Holidays – Sick Days – Medical & Life Insurance

HOURS: Monday thru Friday 8:00 AM to 4:30 PM with one-hour lunch

Emmet County Iowa

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ 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

Company: _____ 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

Company: _____ 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

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____