

Des Moines County Treasurer's Office

Janelle Nalley-Londquist, Treasurer
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Motor Vehicle Department

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MOTOR VEHICLE CLERK II

A full-time position is open for 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, fast-paced office environment, and hold the ability to multi-task.

The essential job duties and responsibilities of the position involve, but are not limited to the following: reviewing, verifying, and processing applications for all types of motor vehicle transactions, transferring ownership of motor vehicles and mobile homes; issuing titles, registrations, and license plates; processing mail and online transactions; assisting customers at the counter; answering the telephone, scanning documents and also assisting with property tax transactions as needed.

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, detail-oriented, and enjoy helping people. Must be willing to accept other duties as needed and/or requested.

A complete job description and application form are available at the Des Moines County Treasurer's office. Applications and resumes will be accepted in the office up to 4:30 p.m. on October 9, 2026.