



**DEANN S. TOMLINSON
MARSHALL COUNTY TREASURER**

Courthouse – 1 E Main St – Marshalltown, Iowa 50158

Property Tax: 641.844.2730 (p) 641.844.2739 (f)
Motor Vehicle: 641.844.2740 (p) 641.844.2739 (f)

October 7, 2026

Universal Clerk Opening

Join our team in the Marshall County Treasurer's Office! Gain valuable financial experience while serving your local government and opening doors to future opportunities.

Applications are being accepted for a **full-time Universal Clerk** position in the Marshall County Treasurer's Office. The starting rate for this position is **\$20.97 per hour**.

Responsibilities include issuing motor vehicle and mobile home titles, registrations, and liens in the Motor Vehicle Department; accepting and processing tax collections; and performing various other duties within the Treasurer's Office.

Applicants must possess strong math, analytical, and customer service skills; be able to work in compliance with the Code of Iowa, applicable rules, and established procedures; and demonstrate proficiency in computer applications, including Microsoft Office programs.

This position is open until filled.

To apply, please submit a completed application, resume, references, and **cover letter**. Applications are available online at <https://www.marshallcountyia.gov/employment> or at the Marshall County Treasurer's Office.

Application materials may be emailed to dtomlinson@marshallcountyia.gov or delivered to the Marshall County Treasurer's Office.

For questions, please contact Deann Tomlinson by email or phone at 641-844-2733.

Deann S. Tomlinson
Marshall County Treasurer