

APPANOOSE COUNTY SECONDARY ROADS

1200 HWY 2 WEST
CENTERVILLE IA 52544

641-856-6193 (P)
641-437-4665 (F)

Date: January 28, 2025

Appanoose County Secondary Road Department is accepting applications for an Office Manager.

Position: Office Manager – Performs secretarial, clerical, receptionist, payroll and accounting tasks; responsible for the timely and accurate documentation of information required for daily operation of the Secondary Road Department. Training will be provided for the qualified candidate.

Position requires a minimum of a High School Diploma (related college coursework preferred) with a minimum of three years of experience in a related field, proficiency in math at a basic algebra level, ability to read and create maps, computer skills, knowledge of Microsoft Office with proficiency in Excel and a valid State of Iowa driver's license.

Applications for position accepted until 3:00 PM, February 11, 2025. Application and job description available at the Appanoose County Secondary Roads Department at 1200 Hwy 2 West, Centerville IA 52544, or online at <https://appanoosecounty.iowa.gov/departments/secondary-roads/>

Beginning Pay: \$26.00-\$30.00 hourly based on prior experience and skills

Work Day: Winter- 7:00 AM to 3:30 PM - Monday through Friday
Summer -6:00 AM to 4:30 PM - Monday through Thursday

Probation Period: Sixty (60) work days

Benefits: Sick leave 1.5 days per month
Personal Leave- 24 hours per year
Vacation – ten (10) working days after one year of service
Holidays- 10 paid holidays
Health Insurance: Employee Premium paid, Employer pays 20% of
Dependent Health Insurance Premium (Family minus Single
Premium)