

Full-Time Employment Opportunity for Motor Vehicle/Driver's License Associate/Examiner

Applications are being accepted for a full-time Office Associate in the Shelby County Treasurer's Office. Successful candidate must be able to learn and retain numerous laws and special procedures for issuance of driver's licenses and processing motor vehicle titles, registrations and various official documents.

Individual will be responsible for conducting driver's license examinations for automobiles and motorcycles. This person will also be required to get in and out of all types of vehicles. Applicant will have exposure to all weather elements when performing the driving tests.

Associate must demonstrate strong written and verbal communication skills. Proficiency in data entry, collection of appropriate fees and processing confidential information are required. Associate needs to be detail-oriented, able to organize, prioritize, and multi-task. Strong customer services skills are essential as associates must provide quality professional service to the public in a polite, courteous and cooperative manner.

Associate must have a valid Iowa driver's license; complete training sessions as required and pass a criminal background check.

A completed application, resume (including two references) and cover letter, must be returned to Carolyn Blum, Shelby County Treasurer; 612 Court Street, Room 202; P.O. Box 110; Harlan, IA 51537 by 4:30 p.m. Monday, June 22, 2026, or until position is filled. Emailed documents will not be accepted. Application forms are available at the Treasurer's Office or online at <https://shelbycounty.iowa.gov>. Shelby County offers an excellent benefit package: health, dental and vision insurance; vacation; sick leave; and IPERS benefits with a competitive hourly wage. EOE.