



Lac qui Parle County
Auditor-Treasurer-Coordinator

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Jacob Sieg
Auditor-Treasurer-Coordinator

Position Posting – License Center Specialist

The Lac qui Parle County Auditor-Treasurer-Coordinator's Office has a full-time opening for the position of License Center Specialist. This position serves as staff lead for functions related to motor vehicle/driver's licenses, drainage system accounting, and property/casualty insurance. The position also supports office functions including disbursements, elections administration, and property taxes.

Qualified candidates must be high school graduates and have 3 years' related experience. Candidates should also possess intermediate computer skills with proficiency using Microsoft Office applications. Preferred qualifications include previous experience in the areas of clerical support, office management, taxation, records management, and governmental licensing.

Compensation package includes starting hourly wage of \$15.91, increasing to \$17.68 after one year. Health insurance benefits include options for single coverage (\$0 employee cost) or family coverage (starting at \$17/month employee cost). Other benefits include health insurance, PERA pension, retirement savings, and more. The position offers a flexible work schedule with regular work hours 8:30 a.m. to 4:30 p.m. Monday-Friday, and generous paid leave benefits starting at 12 vacation days, 12 sick days, and 11 holidays per year.

For a complete job description and application form, go to the Jobs page of the County website, located at www.lqpc.com. For more information, contact ATC Jake Sieg at (320) 598-7261 or jake.sieg@lqpc.com. Applications are due September 20th, 2019 and should be addressed to Lac qui Parle County, ATC Jake Sieg, 600 6th Street, Suite 6, Madison, MN 56256.