

Tama County Abstract Co.

Job: Office Employee

Location: Toledo, Iowa

Description:

Duties will include typing and general office duties with a possibility of preparing abstracts and searching records. This position requires typing proficiency, experience using Microsoft Office and excellent customer service skills. This position also requires a strong ability for attention to detail. Knowledge of legal descriptions and real estate transactions are preferred.

Please email resumes to: [amanda.rucker@windstream.net](mailto:amanda.rucker@windstream.net)

Or send resumes to:

Tama County Abstract Co.

Attn: Amanda Rucker

PO Box 2

Toledo, IA 52342