



Tama County, Iowa, is seeking qualified applicants for the position of Receptionist in the Veteran's Affairs office.

The position responds to inquiries from the public, schedules appointments, prepares correspondence, processes mail, and maintains accurate files, logs, and records.

The position requires strict confidentiality. Successful candidates will possess strong organizational, communication, computer, recordkeeping, and customer-service skills and the ability to prioritize multiple responsibilities. A valid Iowa driver's license; flexibility to work occasional adjusted hours.

Applications may be found at www.tamacounty.iowa.gov

Tama County is an EOE. Deadline to submit application materials is September 30, 2026.

Forward application materials to:

Chad Weaver, Director, Veteran Service Officer
219 W. High Street
Toledo, IA 52342

Via email:

cweaver@tamacounty.org