

Employment

APPRAISAL ASSISTANT

Hertz Farm Management is currently seeking a full-time Appraisal Assistant to join our team in Mount Vernon. We are looking for an organized administrative assistant with strong multi-tasking abilities who follows procedures but offers ideas. This person needs to pay close attention to detail and should be willing to work overtime to meet deadlines.

Responsibilities include: compiling appraisal reports from supplied and self-generated input, including use of the web for courthouse information and maps; typing reports from dictation and providing technical proofreading of grammar, math and logic; communicating with state and county offices and client regarding tax information and land records; using web-based resources to research property information; creating maps using AgriData, Google Earth and various websites; completing monthly expense accounts. In addition, a willingness to back up and assist co-workers when needed is desired.

An associate's degree or more is preferred. Candidates should be proficient in Microsoft Office programs, internet and web-based tools, and experience with AgriData is a plus. Hertz Farm Management provides compensation commensurate with experience and excellent benefits.

Submit resume via email to StephanieW@hertz.ag

**Or mail to: Hertz Farm Management, P.O. Box 50
Mount Vernon, Iowa 52314-0050**



WWW.HERTZ.AG

REPORTER/PAGINATOR

Solon Economist/North Liberty Leader

We're seeking a full-time journalist with a unique skill set to help run two great Eastern Iowa weekly newspapers.

Duties include:

- Regular beat reporting
- Features
- Photography
- Layout and page/ad design



If you want to work with an award-winning, experienced newspaper team, send cover letter, resume, three clips and three references to: **Doug Lindner, doug@soloneconomist.com**.

The Economist and Leader are part of a family-owned company that also operates the Mount Vernon-Lisbon Sun, West Branch Times, West Liberty Index, Marion Times, Linn News-Letter, Tipton Conservative and Clarence Lowden Sun-News. The owners and managers have a passion for news and believe in letting employees run their shows.

SOLON ECONOMIST **NORTH LIBERTY LEADER**
SolonEconomist.com NorthLibertyLeader.com



**Southeast Linn
Community Center in
Lisbon is looking for a
Coordinator for Youth
After School Café Program**

Position is for 10 hours a week, Mon. - Thurs.

**Please send cover letter and resume
via email to: nicole.selcc@gmail.com or
mail to: P.O. Box 511 Lisbon IA 52253**

Please no phone calls or walk-ins.

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