

NOW HIRING

The office of the Benton County Attorney is looking for a Collection's Officer to work in the Collections Division. The essential function of the Collection's Department is to collect outstanding criminal court fines and restitution. The office uses multiple methods to collect this debt such as, but not limited to, county assistant payment plans, driver's license reinstatement, and garnishments. As a collections officer, you are responsible for assisting people with the establishment and maintenance of a pay plan. You will be processing payments and as a result will handle confidential information. You will keep records of collections and status of accounts and maintain minimum goals and objectives each week.

In order to perform the duties of the job a successful candidate should possess the following skills and attributes.

Skills Required:

- Ability to maintain a high level of confidentiality with sensitive information
- Strong problem-solving skills with a high level of attention to detail and accuracy
- Be able to work independently
- Have strong computer skills
- Excellent communication, listening and negotiation skills
- Strong attention to detail
- Ability to adapt to a fast-paced environment with positive energy, drive, and determination

Experience:

A successful candidate should have a high school diploma or equivalent;

Experience working with EDMS or in a legally related position is a plus;

Benefits:

- IPERS retirement with 6.29% employee contribution and 9.44% employer contribution
- 10 paid holidays
- Vacation time, sick time, and two personal days off.
- Opportunity to earn compensatory time
- Health Insurance as low as \$180 per pay period for a family plan

- Dental insurance
- Vision Insurance
- Flex Spending
- Accident and Critical Illness Insurance
- Wellness program with opportunity to earn up to \$350 in incentives
- Pay commensurate with experience

THANK YOU FOR YOUR INTEREST IN EMPLOYMENT AT BENTON COUNTY

Return Application To:

Apply online or drop off completed application with resume and cover letter to the Benton County Attorney, 111 East Fourth Street, Third Floor, Vinton, IA 52349 or email required documents to rlough@bentoncountya.gov

[Apply Online](#) [Printable Application](#)

- Job Type: Full-Time
- Department: [Attorney](#)
- Salary Range: commensurate with experience
- Posted: 5/12/26
- Expires when position is filled