

Collections Assistant and Legal Assistant Positions

The Warren County Attorney's Office is seeking two highly-motivated, reliable, individuals to perform the full-time duties of Collections Assistant and Legal Assistant. Desired qualifications include strong written and verbal communication skills, strong math and reconciliation skills, and proficient computer skills (Word, Excel, PowerPoint). Qualified applicants may submit resume by May 17, 2026, to Warren County Attorney; 115 N. Howard St., Ste 200, Indianola 50125 or to Jamie Morawski at jamiem@warrencountyia.org.

Please see the position descriptions for more information on each position.