Join Our Team

Full-Time Clerk — Worth County Recorder's Office

The Worth County Recorder's Office is accepting applications for a dependable, service-oriented **full-time Clerk**. If you are organized, accurate, and enjoy helping people, we encourage you to apply.

What We're Looking For

- Availability to work 35–40 hours per week
- Ability to perform some heavy lifting
- Ability to manage multiple clerical tasks and collaborate effectively with a team
- Strong computer skills, including proficiency in **Microsoft Word, Excel, and Outlook**
- A commitment to friendly, high-quality customer service
- Accuracy and close attention to detail

Build your career in a friendly, team-oriented work environment while serving the Worth County community.

Benefits

- IPERS retirement benefits
- Paid vacation
- Paid sick leave

How to Apply

Ready to apply? Submit a completed application and your resume to:

Jolene Hickle, Worth County Recorder
1000 Central Ave.
Northwood, IA 50459
Email: jolene.hickle@worthcountyiowa.gov
Phone: 641-324-2734

Get an Application Online

Apply by November 30, 2026