

Job Posting

Poweshiek County Recorder's Office

Contact: Lora Wyckoff, Poweshiek County Recorder

Phone: (641) 623 – 5434

Email: Recorder@poweshiekiowa.gov

Full-Time Recorder's Clerk Position

Under general direction, provides informational and processing services to the public, collects and records fees for services; maintains books, files, indexes, and records; issues boat, ATV, ORV and snowmobile registrations, titles and liens; issues hunting and fishing licenses and trail passes; takes marriage applications and issues marriage licenses and certificates; makes certified copies of vital records.

Graduation from high school or GED; previous experience in an office or customer service environment preferred.

Salary range \$14.00 – \$19.87. Job description available upon request.

Poweshiek County is an Equal Opportunity Employer
Pre-employment drug screen and physical required.
Smoke Free Environment

Application found at www.poweshiekiowa.gov

Please submit application by mail, email or in person.

Poweshiek County Recorder
302 E Main St
PO Box 656
Montezuma, IA 50171

Email: Recorder@poweshiekiowa.gov

Deadline – September 4, 2026