

# **FULL-TIME EMPLOYMENT OPPORTUNITY**

## **RECORDER CLERK**

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Jackson County is seeking a detail-oriented, friendly professional individual to join our Recorder's Office.

*This position will assist the County Recorder in performing statutory duties related to recording, maintaining, and providing access to official records. This position involves clerical, administrative, and technical tasks, including document processing, passport application acceptance, and customer service.*

**This is a full-time position offering a starting wage of \$27.00 - \$29.00 per hour**, health, dental and vision insurance, generous paid time off and IPERS retirement!

Must be 18 years of age, a US Citizen, possess a valid driver's license and have a high school diploma or equivalent.

Applications requested by January 2, 2026

Scan below or visit us at [www.jacksoncounty.iowa.gov](http://www.jacksoncounty.iowa.gov) to read more, and apply today!

*Questions may be directed to*

**Becki Chapin, Director of Human Resources**

*Office: (563) 652-1710*

*Email: [bchapin@jacksoncounty.iowa.gov](mailto:bchapin@jacksoncounty.iowa.gov)*



**Pre-employment physical and background check is required**  
**Jackson County is an Equal Opportunity Employer**