



GUTHRIE CO. SHERIFF'S OFFICE

Guthrie Center, Iowa 50115
200 North 5th Street
Telephone (641) 747-2214 · FAX (641) 747-3346
Marty Arganbright, Sheriff



11/20/2017

GUTHRIE COUNTY SHERIFF'S OFFICE PART-TIME CIVIL CLERK POSITION

The Guthrie County Sheriff's Office is currently accepting applications for a part-time Civil Clerk position for up to 30 hours per week. The applicant must be able to type, multi task and have good computer skills. Applicants will be working with accounts receivables, accounts payable, civil paper processing, e-filing of court documents, sex offender registrations, and weapons permits. Applications accepted through December 8, 2017 at 4:30 P.M. Applications are available at the Sheriff's office or by calling 641-747-2214.