



JOB DESCRIPTION

JOB TITLE: Marriage License Clerk I

JOB CODE: 2760

DEPARTMENT: Clerk-Treasurer – Civil Clerks

FLSA STATUS: Non-Exempt

REPORTS TO: County Clerk-Treasurer

SUMMARY OF JOB PURPOSE

Assists the public in processing paperwork and/or applications for obtaining a marriage license, registering to vote, and other miscellaneous tasks; checks paperwork for accuracy and thoroughness and collects associated fees.

ESSENTIAL FUNCTIONS

1. Assists the general public, customers, and/or district/county employees in person or by phone answering inquiries related to department services, programs, and records; receives complaints and attempts to resolve them; explains rules, policies, and procedures; explains the proper use and completion of forms and documents; refers matters requiring policy interpretation to supervisor for resolution.
2. Processes marriage license applications and associated documentation; checks I.D.'s and generates marriage documents; collects license fees and certifies and records marriage licenses into computer system; conducts research on marriage licenses as requested.
3. May register voters and process voter registration forms; may maintain and document information in the voter registration database; may correspond with applicants to obtain missing information and to notify of changes in registration status; may research voter registration status as requested.
4. On occasion, may travel to the Lake Tahoe office to process Work Card applications; may check paperwork for complete and accurate information, check's I.D., collects associated fees, and obtains fingerprints; may conduct background checks for outstanding warrants.
5. May perform a variety of other processes including filing notary bonds, issuing passports, filing and indexing fictitious business names, and issuing dog licenses; may compile and/or balance various financial documents related to the department's functions.
6. Performs a variety of clerical duties including data entry, copying and assembling materials, collecting and distributing mail, filing, answering phones, faxing documents and other related tasks; operates a variety of office machines and equipment including personal computers, typewriters, adding machines, calculators, data processing terminals, printers, copiers, binders, collators, and microfilm equipment as needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED) and at least one (1) year's experience performing general clerical duties, including bookkeeping.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and legislation; write routine reports and correspondence; speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent and create and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of bookkeeping and file and record management; basic proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required. Knowledge of Nevada Revised Statutes and Douglas County Codes desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

Typing certificate with speed and accuracy at a rate of 40 words per minute.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and may occasionally lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

The noise level in the work environment is usually moderate.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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