



COUNTY OF NYE

CLASS TITLE: DEPUTY CLERK II

BASIC FUNCTION:

This is the journey level in the class series. Positions at this level are distinguished from the level I by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions are normally filled by advancement from the Clerk I level requiring three years of experience and successful performance.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Performs all the duties of the Deputy Clerk I

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school and/or G.E.D. equivalency and three years experience as a Deputy Clerk I, or the experience and ability to meet the qualification standards.

When filled from the outside, the employee is required to have prior related experience, which allows the employee to meet the qualification standards.

KNOWLEDGE OF:

Nevada Revised Statutes; Functions, policies, and procedures of the Nye County Clerk's Office; Pertinent codes, statutes, and regulations governing the operations of the Clerk's Office including legal knowledge as well as knowledge of the various other duties required of the Clerk's Office.

ABILITY TO:

Perform the full range of difficult office and support work; interpret and apply statutes and instructions related to court proceedings, election proceedings and other duties performed by the office of the County Clerk.

LICENSES:

Valid Nevada Drivers License

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

May provide technical and functional training to lower level staff.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 15 lbs; exposure to a variety of court evidence including hazardous material; ability to travel to different sites and locations. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal office environment.

When filled from the outside, the employee is required to have prior related experience, which allows the employee to meet the qualification standards. Under direction, performs a variety of clerical tasks and responsibilities for the Clerk's Office. The employees in this class are responsible for: clerk of the district court, clerk of the Nye County Board of Commissioners, clerk of the Board of Equalization, clerk of the Debt Management Commission and the Registrar of Voters. Other responsibilities include issuing marriage licenses, issuing certificates to perform marriages, registering fictitious firm names, and maintaining county boards