



COUNTY OF NYE

CLASS TITLE: DEPUTY COUNTY CLERK I

BASIC FUNCTION:

Under general supervision performs a variety of clerical tasks and responsibilities for the Clerk's Office. The employees in this class are responsible for: Nye County Board of Commissioners, Board of Equalization, Debt Management Commission and the Registrar of Voters. Other responsibilities include issuing marriage licenses, processing notary bonds, issuing certificates to perform marriages, registering fictitious firm names, and maintaining county boards. Most of the duties of this position are dictated by NRS.

This is the entry level in the class series. Positions at this level usually perform most of the duties required but are not expected to function at a high skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have limited or no directly related work experience.

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

1. Responds to a variety of enquiries from the public, the Board of Commissioners, and other department personnel. Prepare correspondence, certified copies, oaths of office, reports, vouchers, memos, certificates and forms as needed. Process notary bonds and bail bonds (power of attorney) as required.
2. When assigned as Clerk for the Board of Commissioners and pursuant to NRS 246.060. Duties include but are not limited to attending all Commissioner meetings, recording and taking minutes of each as well as processing, filing and maintaining all agreements, bids, resolutions, ordinances and fulfilling all other duties as required by the Board. Handling various publications for bills, ordinances and public hearings working closely with other departments and the newspapers. Processing nuisance complaints, outdoor festival applications and final action memos for planning related items.
3. Pursuant to NRS 293, the County Clerk is the Registrar of Voters. Duties include but is not limited to: accepting, reviewing and processing voter registration applications received from DMV, the Secretary of State on-line portal and in person; sending out new voter ID cards as needed, sending voter update cards to inactive voters; providing voters lists to individuals, candidates and political parties upon request; processing voter reports for the Secretary of State on a daily basis as well as the reconciling the state cross check (ERIC) reports on a quarterly basis.

4. Pursuant to NRS 293 employees must have a general knowledge of important election dates, elected officers and procedures, including processes candidate filings and absent ballot requests; answers election inquiries; assists in testing and programming election equipment and recruiting and training election workers prior to each election, processes absentee ballots, and early voting. Assists with all aspects of voter reporting to the Secretary of State including election-day preparation of forms and supplies as well as all post-election work including posting all voter history, recounts if requested, and all state reporting and federal surveys. Receive, process and verify signatures for local and statewide petitions relating to the recall of public officers and ballot questions.
5. Pursuant to NRS 361.340, the County Clerk is the ex-officio Clerk for the Board of Equalization. Duties include ensuring the various seats on the Board of Equalization are filled prior to the scheduled hearings each year. Processing appeals and exhibits, setting hearings within the statutory time constraints, distributing all notices, meeting materials and backup to the Board members, the Assessor and the appellants. Recording and taking meeting minutes. Preparing the final record of all appeals for the State Board of Equalization within the legal deadlines
6. Pursuant to NRS 350, the County Clerk is the Ex-Officio secretary to the Debt Management Commission. Duties include ensuring the various seats on the Debt Management Commission are filled prior to the yearly meetings as legally required twice a year, including the election of a member from the county improvement districts. Scheduling and noticing all members of the meetings as legally required and as needed to take action. Recording and taking minutes of each meeting.
7. Receive and process all voter registration applications, address changes and party changes received through the mail immediately in order to meet the 10-day requirement for issuing new voter identification cards.
8. Submit a monthly check to the County Treasurer from the General Account for monies received along with a fund distribution report. Submit a monthly check to the County Recorder for the recording of each marriage license issued.
9. Pursuant to NRS 122.040, Issue marriage licenses, maintaining an index of marriage licenses issued as required by NRS. Submit a yearly report to the state for the number of marriage licenses issued. Accept and process the proper fee for the license.
10. Pursuant to NRS 122.062, Review and process valid applications for certificates to perform marriages. Issue permanent, temporary and single ceremony certificates to perform marriages to ministers, military chaplains and notaries public using the Secretary of State database. Accept and process the proper fee for the certificate. Update the database for removals and expirations.
11. Pursuant to NRS 602.010, Register fictitious firm names for businesses in Nye County. Accept and process the proper fee for registering the fictitious firm name. Input fictitious information and scan form into the database. Send out expiration notices on a monthly basis. Place businesses on inactive status if they do not renew every five years. Maintain an index of business names as required by NRS.

12. Maintain a directory of over 30 appointed and elected boards within the county. Review each board for vacancies on a continual basis, send out letters to the boards advising them of vacancies, advertise for the vacancies, place items on the agenda for the Nye County Board of Commissioners to appoint for those vacancies or handle through the election process if it is an elected board. Send out letters of appointment including an Oath of Office and letters of rejection. Maintain files for each board.

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 two years of general office support experience including extensive public contact.

KNOWLEDGE OF:

Principles and methods of fiscal record keeping; Modern office practices, methods, and computer equipment; English usage, spelling, grammar, and punctuation; Basic mathematical principles; Safe driving principles and practices.

SKILL IN:

Operate modern office equipment including computer equipment and software including Word, Excel, and outlook; Type at a speed of 45 words per minute and enter data at a speed necessary for successful job performance; Operate a motor vehicle safely.

ABILITY TO:

Learn Nevada Revised Statutes relating to the duties of the office of the Nye County Clerk; Learn the functions, policies, and procedures required of the Nye County Clerk; Learn the pertinent codes, statutes, and regulations governing the office of the Nye County Clerk; Learn the pertinent codes, statutes, and regulations pertaining to voter registration and elections; Learn the pertinent codes, statutes and regulations pertaining to all other duties of the Nye County Clerk; Perform a wide variety of office support work; Maintain a variety of accounting and fiscal records; Prepare clear and concise correspondence and reports; deal tactfully and courteously with the public and other county departments; Interact effectively with a variety of individuals under potentially hostile and stressful situations; Communicate clearly and concisely, both orally and in writing; Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

LICENSES:

Valid Nevada Drivers License

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Exercises no supervision

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 accommodation 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 accommodation with the employer.

WORKING CONDITIONS:

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

THIS JOB SPECIFICATION SHOULD NOT BE CONSTRUED TO IMPLY THAT THESE REQUIREMENTS ARE THE EXCLUSIVE STANDARDS OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS, AND TO PERFORM ANY OTHER RELATED DUTIES OF EQUAL OR LESSER VALUE.

CONDITIONS OF EMPLOYMENT:

Nye County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide any required documentation as soon as possible after the job offer is made.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (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 related duties, of equal or lesser value, as required.