

Position opens: January 7, 2019

## **Elko County Human Services Employment Opportunity Announcement**

**POSITION:** Deputy County Clerk

**SALARY:** Step 1 - \$20.4143  
Step 2 - \$21.0267  
Step 3 - \$21.6574

**APPLICATION DEADLINE:** January 18, 2019

---

Elko County Clerk's Office is seeking qualified candidates for the position of Deputy County Clerk. The successful candidate will be responsible for a variety of simple to complex administrative tasks as assigned including, but not limited to: the issuance of marriage licenses, county dog tags, fictitious firm names, notary bonds; the filing, docketing and maintenance of all legal actions pertaining to the District Court, requiring attendance in both departments of the Fourth Judicial District Court to produce court minutes and secure evidence; attending County Commissioner/Board meetings to produce minutes; the collection of fees for filing, issuance and certification of court documents as prescribed by the Nevada Revised Statutes (NRS); the collection and tracking of fines and fees ordered by the District Court; register and maintain records for voter registration; conduct general, state and local elections; and administer all aspects of the jury selection program. Successful candidate must pass a criminal background check.

- 100% PERS Retirement
- Minimal Fee for employee Medical/Rx, Dental, Vision and Group Life Insurance

Obtain an application and full job description at [www.elkocountynv.net](http://www.elkocountynv.net).

Elko County Human Services  
540 Court St, Suite 105 (Physical Address)  
571 Idaho St. (Mailing Address)  
Elko, NV 89801  
(775) 738-4375 phone  
(775) 738-5984 fax

**Elko County is an Equal Opportunity Provider and Employer**

**In compliance with applicable laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.**



**ELKO COUNTY  
HUMAN SERVICES**

571 Idaho Street  
Elko, NV 89801  
775.738.4375  
775.738.5984 (fax)

**Job Code: 19105**  
**Date Est.:**  
**Last Rev.: 12/2018**  
**FLSA: Non-exempt**  
**Probation: 6 Months**

---

## **DEPUTY COUNTY CLERK**

### **DEFINITION**

To perform duties required in the Elko County Clerk's Office, including but not limited to: the issuance of marriage licenses, county dog tags, fictitious firm names, notary bonds; the filing, docketing and maintenance of all legal actions pertaining to the District Court, requiring attendance in both departments of the Fourth Judicial District Court to produce court minutes and secure evidence; attending County Commissioner/Board meetings to produce minutes; the collection of fees for filing, issuance and certification of court documents as prescribed by the Nevada Revised Statutes (NRS); the collection and tracking of fines and fees ordered by the District Court; register and maintain records for voter registration; conduct general, state and local elections; and administer all aspects of the jury selection program.

### **SUPERVISION RECEIVED AND EXERCISED**

General supervision received from the County Clerk and Chief Deputy County Clerk.

### **EXAMPLES OF DUTIES**

*The following duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Process and issue marriage licenses as prescribed by the NRS and provide listings to various agencies when requested
- Process and issue minister license applications and certificates.
- Issue county dog licenses as prescribed by the Elko County Code. Create yearly Renewal Notices to be mailed to all county dog owners on record.
- Process Fictitious Firm Name forms as prescribed by the NRS and provide listings to various agencies when requested.
- Process Notary Public Bonds as prescribed by the NRS.
- File stamp documents for the District Court; create cases in the case management system by entering the correct type of case, parties involved in the action, court pleadings filed, evidence received, cash bail bonds received; docket and index all civil judgment files, collect the filing fees and collect fees and/or fines as ordered by the District Court Judge as prescribed by the NRS.
- Produce a Treasurer's Receipt, to distribute fees collected to the proper accounts; providing a monthly accounting of all fees collected, to the District Court Judges and the

Department of Parole and Probation.

- Collect cash bails, security bonds, jury deposits, and all other fees ordered by the court, depositing them into the District Court Trust Account.
- Process and complete District Court appeals as prescribed by the NRS.
- Act as Court Clerk for the Fourth Judicial District Courts, Departments 1 and 2. Attend court, produce minutes of all hearings, and enter a Record of Court Proceedings, in each court file. Maintain and secure exhibits received, marked, and ordered into evidence during hearings and jury trials.
- Complete various forms for court cases, including, Requests for Pre-sentence Investigation for the Department of Parole and Probation; Reports of Conviction/DLD forms for the Department of Motor Vehicles and Final Disposition Reports for the Central Repository.
- Complete monthly statistical reports for the Administrative Office of the Courts (AOC).
- Act as Clerk for the County Commissioners and various boards, preparing minutes and maintaining video recordings.
- Act as Jury Clerk, compiling and maintaining a list of prospective jurors as prescribed by the NRS.
- Act as Elections Clerk, processing voter registration applications and maintaining the voter registration list as prescribed by the NRS. Prepare for and conduct elections as prescribed in the NRS.
- Enter transactions in the case management system and balance funds received daily.
- Review files for accuracy before scanning.

## **QUALIFICATIONS**

### KNOWLEDGE OF:

- All procedures and functions of assigned focus area.
- Nevada Revised Statutes, as they apply to the operation of the Elko County Clerk's Office.
- Other agencies, their roles and responsibilities in relationship to the duties and operations of the Elko County Clerk's Office.
- Basic office operations, filing systems, AS400 or similar software knowledge, and personal computer and software operation.

## **ABILITY TO**

- Comply with Elko County Policies and department procedures.

- Maintain appropriate confidentiality.
- Complete work in an accurate, efficient, and effective manner.
- Establish and maintain working relationships with court officials, judges, co-workers, and the public.
- Type with speed and accuracy.
- Communicate with the supervisor, co-workers and the public, in a clear, concise, informative, and polite manner.
- Read and understand a variety of legal documents, and the procedure related thereto.
- Listen carefully, understand, and transcribe, concise notes, using appropriate grammar and punctuation.
- Work under pressure and maintain composure in stressful situations. Multitasking is essential.
- Cooperate and support the concept of teamwork among the work group.
- Operate specialized computer programs and related equipment.
- Maintain a professional attitude and appearance when performing office and courtroom duties.
- Take responsibility for individual work products.

### **EXPERIENCE AND EDUCATION**

- To qualify for this classification, a minimum of two (2) years of experience in an administrative role preferred. However, an individual may possess any combination of experience and education that would likely produce the required knowledge and abilities.

### **LICENSES OR CERTIFICATES**

*Continued employment is contingent upon all required licenses and certificates being maintained in an active status without suspension or revocation.*

- Nevada driver's license

### **MACHINES / TOOLS / EQUIPMENT**

- Multi-line Telephone
- 10 key calculator
- Various software programs
- Personal computer

- Copy machine
- Postage meter
- Microfilm reader/printer
- District Court file stamp machine
- Voting machines and ballot readers

## **OTHER REQUIREMENTS**

### **Physical and Mental/Intellectual Requirements:**

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength and stamina to be sedentary; ability to effectively interpret reports, financial data, and maps; ability to interact professionally, communicate effectively, and exchange information accurately with all internal/external customers; strength and stamina to drive long distances and to perform occasional lifting up to 45 lbs., reaching, bending, and standing for long periods. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

### **Work Environment**

Work is performed under the following conditions:

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events.