

Position opens: May 17, 2017

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: May 31, 2017
Grade 136/19105

Elko County is requesting applications for individuals with a positive attitude who are energetic and motivated for the position of Deputy Clerk. Responsibilities include but are 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. Individuals with court and/or legal experience are encouraged to apply.

- 100% PERS Retirement
- Minimal Fee for Employee Health, Vision, Dental and Life Insurance

Obtain an application and full job description at 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.: 11/2016
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.

DISTINGUISHING CHARACTERISTICS

This is a non-exempt, full time position.

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.

- Issue marriage licenses, ensuring both parties have proper identification, and notarized permission if under 18 years of age, administer the oath and collect the fee as prescribed by the NRS. Enter information into the database, and provide a weekly listing to various requesting agencies.
- Receive and process minister license applications.
- Issue county dog tags ensuring veterinary records provide proof of current rabies vaccination, enter the information into the database, and collect the fee as prescribe by the County Code, and create yearly Renewal Notices to be mailed to all county dog owners on record.

- File stamp Fictitious Firm Name forms, checking first to see if the name is available for use and that the form is completed properly, enter the information into the database, collect the fee as prescribed by the NRS and provide a listing to various agencies when requested.
- Administer the oath to applicants applying for Bonds of Notary Public; enter the information into the database, producing a Notification of Filing for the Secretary of State, and collect the fee, 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, and collect the filing fees as prescribed by the NRS.
- File stamp Peremptory Challenges, prepare reassignment of District Court Judges, and distribute copies to the Supreme Court to ensure the assignment of a judge to a case, collect the filing fees as prescribed by the NRS and deliver the file to the District Court Judge, to whom the case was reassigned.
- Collect fines and/or fees, ordered by the District Court Judge, to be paid by a defendant found guilty of a criminal offense, as well as providing a balance sheet which identifies payments received and balances owing.
- 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. When cases are finalized, distribute funds according to the Orders filed, to the attorney, appropriate fund or other parties involved in the action.
- File stamp Temporary Restraining Orders, notifying Central Dispatch and various law enforcement agencies by telephone or fax, ensuring that the court documents are served on the parties involved. Fax a copy of all Temporary Restraining Orders to the Central Repository within 24 hours of issuance as prescribed by the NRS.
- Process and complete all District Court appeals. Prepare appeals filed in the District Court for transfer to the Supreme Court, as prescribed by the NRS.
- Act as Court Clerk for the Fourth Judicial District, Departments I and II. 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.
- Receive jury request data from the Department of Motor Vehicles and review for accuracy. Prepare, distribute, and screen completed questionnaires for prospective jurors. Prepare and distribute summons for jury duty. Prepare and maintain jury lists for distribution to the courts. Contact absent jurors. Pay jurors correct fees and mileage rates. Prepare and maintain jury payment documents.
- Conduct elections pursuant to NRS, ensuring that the sample ballots and absentee and mailing ballots are ordered, printed, and mailed and Notices are published pursuant to the specific dates as prescribed in the NRS.
- Enter transactions in the case management system and balance funds received daily.
- Review files for accuracy before scanning.
- Resolve complaints in an efficient and respectful manner.
- Comply with Elko County Policies and department procedures.
- Accurately complete work assignments in a timely manner.
- Advise supervisor of projects and work status.
- Communicate tactfully, both orally and in writing, with co-workers and the public.
- Listen carefully and respond appropriately, including directing individuals to the appropriate resources when needed.
- Maintain appropriate confidentiality

QUALIFICATIONS

KNOWLEDGE OF:

- All procedures and functions of assigned focus area.
- The Nevada Revised Statutes, as they apply to the operation of the County Clerk's Office.
- Other agencies, their roles and responsibilities in relationship to the duties and

operations of the County Clerk's Office.

- Basic office operations, filing systems, AS400 or similar software knowledge, and personal computer software operation.

ABILITY TO

- 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 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.
- Cooperate and support the concept of teamwork among the work group.
- Utilize 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, an individual must possess any combination of experience and education that would produce the required knowledge and abilities as stated above.

LICENSES OR CERTIFICATES

- Must have valid Nevada driver's license.

MACHINES / TOOLS / EQUIPMENT

- Multi-line Telephone
- Electric typewriter
- 10 key calculator

- AS400 software
- Personal computer
- Copy machine
- Postage meter
- Microfilm reader/printer
- District Court file stamp machine
- Voting machines and ballot readers
- Media management software

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 45lbs., 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.