



# LARAMIE COUNTY

## JOB DESCRIPTION

**TITLE:** Deputy Clerk – Elections/Marriage License

**FLSA:** Non-Exempt

**DEPARTMENT:** County Clerk

**REVISED:**

**Summary:** Under direct supervision, performs a variety of elections and marriage license activities.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Provides information to the public and marriage officiants regarding processes for applying/obtaining marriage licenses; assists the public with making arrangements for civil ceremonies.
- Processes documentation and authorizes marriage license applications; generates marriage documents; provides the attest to documents; collects license fees; certifies and records marriage licenses; submits issued licenses to the Wyoming Department of Health and the Vital Records Division; conducts research on marriage licenses as requested.
- Processes voter registration forms, withdrawal notifications, and notices of death; processes federal postcards from UOCAVA voters; maintains and documents information in the voter registration database; corresponds with applicants to obtain missing information and to notify changes in registration status; researches voter registration status as requested.
- Coordinates voter outreach program activities; obtains and verifies list of voters to be assisted; advises and monitors outreach judges; coordinates timesheets and payment of outreach judges.
- Processes candidate filings, expenditure and receipts reports, and political action committee reports; maintains records of candidate filings for the media and public; processes and validates petitions received from special district elections, independent candidates, local initiatives and referendums.
- Assists with coordinating activities in relation to recruiting and training election judges.
- Processes absentee ballots, receipts returned ballots, and documents information into the system; prepares absentee ballots for the Absentee Board on Election Day; provides assistance to the Absentee Board regarding handling, verifying and tabulating results.
- Performs various election activities including preparing purge files, generating reports, creating candidate filing packets, filing special district by-laws and election results, coordinating the supply of voting equipment, and confirming polling locations.
- Liaises with the City Clerk's Office, City Engineer's Office and County Planning Department in relation to researching and verifying newly assigned County addresses; enters information into the address database of the voter registration system.
- Performs other duties as assigned or required.



# LARAMIE COUNTY

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### Knowledge and Skills:

- Knowledge of election activities and documentation.
- Knowledge of election laws and regulations.
- Knowledge of voter outreach programs.
- Knowledge of processes for handling, verifying and tabulating absentee ballot results.
- Knowledge of processes in relation to applying for and obtaining marriage licenses.
  
- Skill in performing various election functions and activities.
- Skill in processing voter registration forms and candidate filings.
- Skill in providing and coordinating voter outreach assistance.
- Skill in coordinating the recruitment and training of election judges.
- Skill in processing marriage license applications and documentation.
- Skill in providing marriage license information to the public and marriage officiants.

### Minimum Qualifications:

High School Diploma or equivalent; **one year work experience in office records and communication;** or an equivalent combination of education, training and experience. Must have a valid driver's license. **Must be a citizen of the United States and be a qualified elector.**