

**Hendricks County
Job Description**

Title: Marriage License/Return Clerk

FLSA Status: Non-exempt

Department: Clerk

Pay Band: OSS 4

Supervisor: Clerk

Hours Work: 8:00am to 4:00pm

Monday thru Friday

Purpose of Position: Processes all Certificate of mail returns, all out of Hendricks County Sheriff return papers that have been served.

Essential Functions:

- Makes all copies of marriage license requested by mail and mails copies back to those requesting .
- Processes all Marriage License Returns for those that are mailed in.
- Processes mail returns by logging in the computer system under the appropriate case number.
- Scans and Emails Newspapers with new marriage applications Index
- Assists with opening all mail, file marking mail, and placing in appropriate place and or person.
- Answers phone calls, assists them with questions or refers to the appropriate person or department.
- Enter Paperwork(Pleadings) on computer
- Basic computer skills
- Ability to effectively and tactfully deal with other people
- Ability to operate basic office equipment
- Good organizational skills
- Ability to maintain confidentiality
- Ability to work basic math problems
- Ability to communicate well, both verbally and in writing
- Basic knowledge of general office practices, such as filing, record keeping, phone etiquette, etc.
- Attention to detail

Non-Essential Functions:

- Assists co-workers as needed.
- Performs other duties as assigned.
- Assists the public at the front counter when necessary.

Education & Qualification Requirements:

- High school diploma or GED
- Must be able to work in a high stress level position .

Responsibility:

Incumbent works under established guidelines and procedures. Tasks are fairly routine, but require some selection of applicable methods and procedures. Errors in work can cause significant inconvenience to the public or significant loss of time to the department and courts.

Working Relationships:

Working relationships are with supervisor, associates in same department, other county departments, courts and the general public for the purpose of communicating factual or procedural information.

Working Conditions & Physical Demands:

Work is performed in a standard office environment.

I have read and understand this job description, and its relationship to the position I occupy.

Signature

Date

Printed Name