

## JOB ANNOUNCEMENT

Utah County Clerk  
100 East Center St, Provo, UT 84606  
Phone: (801)851-8124 Fax: (801)851-8122

**POSITION:** **DEPUTY CLERK - Marriage License and Passports**  
**#116053 jhm**  
(Time Limited Position) NO BENEFITS

**STARTING DATE:** To Be Determined

**WAGE:** \$12.00 per hour  
**APPLICATION DEADLINE:** Open until filled

**JOB SUMMARY:** Perform a variety of clerical duties as needed to expedite the daily processes and statutory obligations of the Office of the County Clerk.

### **DUTIES AND ESSENTIAL FUNCTIONS:**

Assists and instructs the public in the application process for marriage licenses; verifies eligibility; reviews applications for completeness and accuracy; issues licenses and keeps records on the same. Provides assistance and education to marriage officiants to ensure proper completion of marriage documents. Provides clerical assistance to various agencies including legal and law enforcement by researching marriage records and/or by providing statistical information according to established practices and procedures. Provides technical assistance to the public seeking out-of-country travel authorization; assists in the completion and submission of passport applications; verifies validity and accuracy of applicant's personal documentation; takes photos; administers oaths; mails transmittal sheets to passport agency; issues passports; prepares monthly report identifying number of passports issued. Collects and receipts fees for various transactions and services; balances money received at end of day and prepares applicable reporting materials. Incumbent may be assigned additional responsibilities to assist with other functions of the County Clerk's Office.

### **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Working knowledge of standard office practices; proper grammar, spelling, and punctuation. Skill in reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets. Ability to maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; understand and follow clear work instructions; distill relevant and useful elements from vast amounts of information; multi-task.

**PREFERENCE MAY BE GIVEN:** to applicants with clerical experience and previous election support experience. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**LICENSURE:** Incumbent must possess a current driver license and obtain a valid State of Utah Driver License within 60 days of employment. Incumbent may be required to obtain State of Utah Certificate of Authority of Notary Public.

### **APPLICATION PROCESS:**

Individuals interested in the position must submit an official Utah County Government application to the Utah County Clerk Auditor's Office

Attn: Scott Hogensen, Chief Deputy, Clerk Auditor  
100 East Center Street  
Provo, UT 84606

Applications are available online at [www.utahcounty.gov](http://www.utahcounty.gov)