

**COUNTY CLERK/EX OFFICIO ELECTION COMMISSIONER/EX OFFICIO REGISTER OF DEEDS**  
**JOB DESCRIPTION**

The County Clerk's duties include management of the office of the County Clerk. Attendance at all meetings of the County Board of Supervisors and County Board of Equalization, and recording all proceedings of the board. The County Clerk must countersign all warrants issued by the board which have been signed by the chairman. The County Clerk is responsible for the accounting of the vendor claims and payroll claims for all county offices and departments. Marriage licenses are issued in the office of the County Clerk as are tobacco licenses and liquor licenses. Special duties, as required by law may also be necessary.

The Election Commissioner is responsible for maintaining all voter registration records and conduction of all primary, general and special elections in the county. The Election Commissioner works in conjunction with the Nebraska Secretary of State's office to ensure compliance with all state and federal election guidelines.

The Register of Deeds is responsible for recording and maintaining all transactions having to do with real property. The duties of the office are to record the documents presented at the time of delivery, proofread and index them accordingly.