

Title: License Specialist II
Department: Office of the Clerk of the Peace
Division/Office: N/A



Grade 2109; Hourly position; Category: Classified; Job Code: LIC2; Rev.:07/01/2021

General Description

The purpose of this position is to provide complex clerical and word processing support. This career ladder series position works under general supervision by the Deputy according to set procedures but determines how or when to complete tasks.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Issues marriage licenses and certified copies of marriage licenses.
- Provides information to couples concerning marriage license via in-person, telephone and e-mail.
- Ensures Bureau of Vital Statistics receives copies of completed marriage license returns in a timely manner.
- Ensures that all state required marriage or civil union provisions have been met and followed according to rules and regulations of the Delaware Code.
- Prepares various recurring and special reports.
- Assists attorneys and the general public with problems when necessary.
- Collects fees for marriage licenses, certified copies and other miscellaneous fees and deposit into proper accounts.
- Answer phone calls and give general information in response to public or official inquiries.
- Types general correspondence relating to this office.
- Assists in the training of new hires.
- Performs related work as required.

Minimum Education and Experience Requirements

Requires High School graduation or GED equivalent supplemented by experience and/or training that includes three (3) years of experience as a License Specialist I or general office, clerical and computer support or any equivalent combination of education, training, and experience.

Additional Requirements:

Excellent knowledge of office terminology procedures and equipment and of business arithmetic and English; good knowledge of bookkeeping; may require the ability to take and transcribe dictation; demonstrated ability to maintain complex clerical records and prepare reports from such records; ability to make relatively complex mathematical computations rapidly and accurately; ability to interpret and make minor decisions in accordance with laws, ordinances, regulations, and established policies; ability to get along well with others; clerical aptitude; good judgment; tact and courtesy; willingness and ability to adapt to new office procedures as required; working knowledge of personal computers and pertinent office applications; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a

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positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Americans with Disabilities Act Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement