

CIVIL CLERK SERVICES

MANDATED FUNCTIONS

Board of Commissioners/Board of Equalization/Debt Management Commission (agendas/packets/clerk meetings/transcribing)	mandated	Art. 4 § 32, NRS 244
Ordinances, resolutions, minute orders	mandated	Art. 4 § 32, NRS 244
Passports	revenue source/mandated	Federal
Marriage licenses	revenue source/mandated	NRS 122.055
Fictitious firm names	revenue source/mandated	NRS 602.010
Dog Licenses	revenue source/mandated	County Code Title 6
Child Support collection	state compensated/mandated	State mandate
Notary Bonds	revenue source/mandated	NRS 240.030
Permission to perform Marriages	mandated	NRS 122.062
Outdoor Festival Permits	revenue source/mandated	County Code
Filing contracts/agreements	mandated	NRS & County Policy
Fees collected & reported	mandated	NRS
Collection of property taxes	revenue source/mandated	NRS 361
Processing Claims	mandated	Federal
Planning Commission	clerk meetings & transcribe	NRS but not specific to County Clerk
Hours of Operation	mandated	NRS 245.040
Records Retention	mandated	NRS 239

NON-MANDATED FUNCTIONS

Clerk-Treasurer website		On-line Public Service
Small revenue source/Significant cost savings - Partially	mandated	
Passport photos	revenue source	Public service
Passport stamps	revenue source	Public service
Notary service		Public service
Receive/distribute correspondence from county departments		Internal service/process

ELECTION SERVICES

MANDATED FUNCTIONS

Candidate filing	small revenue source/mandated	NRS 293 & Federal
Early voting	mandated	NRS 293
Absentee ballots (layout/printing/mailing/receiving/processing)	some State compensation/mandated	NRS 293
Sample Ballots (layout/printing/mailing)	mandated	NRS 293
Voter registration	mandated	NRS 293
Newspaper publications	some State compensation/mandated	NRS 293
Election forms (registration applications/voter cards/rosters/voter lists to parties/election day signage/financial reporting)	mandated	NRS 293 & Federal
Providing voter registration lists	revenue source/mandated	NRS 293
Statewide Voter Database	mandated	NRS 293 & Federal
Election Day staff (poll workers/sheriff deputies/accuracy/counting boards)	mandated	NRS 293 & Federal
Voting machines/card activators/tabulation equipment (maintain/provide secure storage/update)	mandated	NRS 293 & Federal
Polling Locations	mandated	NRS 293
Conduct elections for DCSD, GIDs and Towns	GID/Town compensation/mandated	NRS 293
Election Day poll kits/supplies	mandated	NRS 293
Election Day Hours of Operation – same as polling location hours		NRS 245.040
Processing Claims	mandated	Federal
Records Retention	mandated	NRS 239

NON-MANDATED FUNCTIONS

Clerk-Treasurer website		On-line Public Service
Small revenue source/Significant cost savings - Partially	mandated	
Team Leaders	significant personnel cost savings and beneficial to election integrity	
Integrating voter registration information with GIS mapping program		
partly mandated (redistricting & precinct boundaries)/revenue source		NRS & Federal

NOTE: This provides a small snap shot of the election requirements

DISTRICT COURT CLERK
MANDATED FUNCTIONS

Clerking for District Court Judges	Mandated	NRS 246
Clerking for Drug Court/DUI Court	Mandated	NRS 246
Clerking for Grand Jury	Mandated	NRS 6 & 172
Submit appeals to the Supreme Court	Revenue/Mandated	NRS 177
Maintain bonds and undertakings	Mandated	NRS 20
Impose and maintain filing fees	Revenue/Mandated	NRS 19
Designate, impanel, maintain trial & grand juries	Mandated	NRS 6
Records Retention	Mandated	NRS 239 & DCR 11
Maintain/Sealing Juvenile Records	Mandated	NRS 62 & 125
Collect & Disburse Fees	Mandated	NRS 19 & 176.062
Collect/Maintain/Disburse Bail	Mandated	NRS 67
Maintain registration of bail agents	Revenue/Mandated	NRS 697
Maintenance/Destruction of Exhibits/Evidence	Mandated	NRS 3
Maintain/Provide Confidential Manner to files	Mandated	NRS 239B & NRS 603A
Issues Writs and Executions	Mandated	NRCP 70
Transmittal of documents to appropriate Jurisdiction	Mandated	NRS 174.485 & 174.505
Court Calendar preparation	Mandated	NRS 178.592
Filing Confessions of Judgment	Mandated	NRS 17.110
List undecided motions compiled and posted	Mandated	SCR 17
Physician reports to Court Administrator and State Boards	Mandated	NRS 630.307 & 633.533
Filing of Pleadings for District Court	Mandated	NRCP 5
Maintain Register of civil actions	Mandated	NRS 3.280
Money paid to county treasurer monthly	Mandated	NRS 3.270
Hours of operation	Mandated	NRS 245 & NRCP 77
Collect Juvenile Probation Fines/Fees	Revenue	District Court Judges Request
Clerk-Treasurer website		On-line Public Service
Small revenue source/Significant cost savings - Partially mandated		

TAHOE GENERAL SERVICES

MANDATED FUNCTIONS

Passports	revenue source/mandated	Federal
Marriage licenses	revenue source/mandated	NRS 122.055
Fictitious firm names	revenue source/mandated	NRS 602.010
DMV vehicle transactions	revenue source/mandated	Inter-local contract
Gaming registration	revenue source/mandated	Inter-local contract
Dog Licenses	revenue source/mandated	County Code Title 6
Notary Bonds	revenue source/mandated	NRS 240.030
Permission to perform Marriages	mandated	NRS 122.062
Voter registration	mandated	NRS 293
Candidate filing	mandated	NRS 293
Early voting	mandated	NRS 293
Absentee Ballot-distribute/receive	mandated	NRS 293
Collection of fees other county offices	mandated	NRS 249
Collection of property taxes	mandated	NRS 361
Collection of utility fees	mandated	County Code Title 20
Processing Claims	mandated	Federal
Banking	mandated	NRS 249
Record Retention	mandated	NRS 239

NON-MANDATED FUNCTIONS

Clerk-Treasurer website		On-line Public Service
Small revenue source/Significant cost savings - Partially	mandated	
Passport photos	revenue source	Public service
Passport stamps	revenue source	Public service
Fingerprinting	revenue source	Public service
Notary service		Public service
Drop box collection		Public service
Receive/distribute correspondence from county departments		Internal service/process

TREASURER
MANDATED FUNCTIONS

Bill & Collect Property Taxes	revenue source	NRS 361
Collect Personal Property Tax	revenue source	NRS 361
Apportionment of Property taxes		NRS 361
Advertising Property tax due		NRS 361
Publishing Delinquent Tax List		NRS 361
Conducting tax sales	revenue source	NRS 361
Monthly & Quarterly State Reports & payments		NRS 249
Receipting all monies from Other Departments & mail	revenue source	NRS 249
Sign warrants issued by Comptroller		NRS 249
Investment of available funds	revenue source	NRS 355
Reconcilement of county bank Accounts		NRS 249
Fiduciary responsibility over all County Bank Accounts		NRS 249
Daily Banking Processes		NRS 249
Bill & Collect monthly all County Utilities (approx 4000)	revenue source	County - Title 20
Re-apportionment of Redevelopment District Taxes		County Code
Processing claims		Federal
Voter Registration		NRS 293
Early Voting		NRS 293
Record Retention		NRS 239
Maintain Schedule & Payments for Bonds		County Code
Hours of Operation	mandated	NRS 245.040

NON-MANDATED FUNCTIONS

Notary Services		Public Service
Clerk-Treasurer website		
Small revenue source/Significant cost savings - Partially mandated		On-line Public Service
Drop box collection		Public Service
Receive/Distribute Correspondence from county departments		Internal Service/Process