


Maryland Judiciary Job Description

	Official Title	Licensing Clerk
	Job Code	2448
	Business Title	License Clerk
	FLSA Status	Non-Exempt

POSITION SUMMARY

This position performs clerical work to issue business and marriage licenses in accordance with department procedures, Annotated Code of Maryland, and using the Elicense and MiM (Marriage in Maryland) programs. Work is performed under moderate supervision.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Assists the public in person or by phone with inquiries concerning issuance of select licenses and applications.
- Calculates fees, applicable state or county penalties, and verifies county tax status; refers public to appropriate county or state office or website to obtain additional information.
- Processes marriage license applications, issues licenses, and provides information regarding, as well as performs civil marriage ceremonies.
- Performs notary procedures and administers oaths of various offices.
- Accepts passport application and verifies information; collects proper documents and fees for passports and forwards to Passport Acceptance Agency.
- Completes paperwork, enters and verifies data and collects fees for various licenses and applications.
- Prepares certified copies of records.
- Records military discharges and foreign marriages.
- Reconciles cash register drawer at the end of the day.

MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma (or GED equivalent).
- One (1) year of general clerical experience.

Note:

- A Bachelor's Degree may substitute the required work experience.

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- A Paralegal/Associates Degree or 60 college credits may substitute the required work experience.
- A Paralegal Certificate may substitute the required work experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- General office practices, procedures, and equipment.
- Judicial policies, procedures, and forms.
- Customer service etiquette.

Skill in:

- Applying job-related terminology, codes, policies, procedures, rules, regulations, and laws.
- Communicating information effectively.
- Analyzing records, reports, and other business documents and noting details and facts pertinent to this assignment.

Ability to:

- Use standard office and business equipment including, but not limited to, personal computers, word processing, spreadsheets, database software, copier, microfilm machine, register, scanner, fax machine, etc.
- Use and maintain alphabetical and numerical filing systems.
- Communicate clearly, tactfully, and effectively with judges, the public, police agencies, attorneys, and other court officials and personnel, both verbally and in writing.
- Understand and carry out complex verbal and written instructions.
- Exercise independent judgment in interpreting and applying appropriate policy, procedure, rule, law, and/or regulation to a situation.
- Multitask, adjust to situations quickly, set priorities, and handle pressure in a fast-paced environment.

SUPERVISORY RESPONSIBILITIES

This position does not have formal supervisory responsibilities over other employees.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position involves sedentary work, exerting up to 10 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or

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otherwise move objects. Sedentary work involves sitting most of the time; walking and standing are required only occasionally.

WORKING CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position works in an office or similar indoor environment and is not substantially exposed to adverse environmental conditions. Employees sometimes encounter individuals with known criminal or mental health backgrounds.

Maryland Judiciary is an Equal Opportunity Employer.

Date created:	July 2015
Dates revised:	June 2019; October 2020