



Duties of the County Clerk

The County Clerk is the secretary to the County Board of Commissioners and County Board of Equalization. The Clerk is present at all meetings where a Board quorum is present, recording all proceedings of the Boards. The minutes are recorded and a synopsis of said meetings are sent to the legal newspapers of the County. Responsibilities include keeping up to date meeting agendas. §84-1413.

The Clerk's office serves as the personnel office for County employees. All employee onboarding, insurances, retirement and payroll information is handled in this office.

The County Clerk also serves as the Election Commissioner. Voter Registrations and registration status is processed and filed in Clerk's office. The election process during an election year begins as early as January with candidates filing for office. Filings include county offices, city and village offices and school boards. The Election Commissioner is to hold a Primary and General Election as required by Statues set forth by the State of Nebraska. After each Primary and General Election, The County Clerk must prepare an Abstract which is sent to the Secretary of State's office and kept in their permanent records. §32-207 to §32-211.

The County Clerk serves as an ex-Officio Register of Deeds. Legal instruments, such as deeds to property (homes, farms, etc.) and mortgages against property, machinery, crops and equipment are all recorded in the Clerk's office and are of permanent record. §23-1502.

The County Clerk's office serves as the finance office for the County. All claims (bills) against the County have to be filed with the County Clerk. Such bills are processed and presented to the County Board for payment approval. Financial reports are generated and presented to each County office after each pay period. In addition to these pay periods reports, the Clerk's office is responsible for filing the required reports with the State and Federal Revenue Departments. §23-346 to §23-350 and §23-1401.

The County fiscal year runs from July 1st through June 30th. Each year all departments are required to complete a budget request and submit it to the Clerk's office. Budget requests are submitted to a third party CPA, who after all figures and information has been tabulated, presents a proposed budget to the Board of Commissioners. A Public Budget Hearing is held. After the public hearing and final approval of the proposed budget by the County Board, the Clerk remits the County Budget to the State Auditor's office. §23-902, §23-905 and §13-506

At the end of each fiscal year, an annual audit of all County accounts is conducted by a third party auditor. It is the responsibility of the County Clerk to make available all financial records of the County and provide information as requested. §23-3701.

On an annual basis the Clerk's office requests from each County department, their real and tangible inventory of office equipment and machinery, which is then submitted to the County Board for approval. §23-345 to §23-350 and §23-1302.

County general and special levies are computed the County Clerk. The County budget and total county assessed valuation form the basis for determining the county levy rate. The budget indicates the total amount of funds required for county operations and debt services. §77-3442.

The County Clerk's office issues marriage licenses. All marriage licenses issued in Saline County are on permanent record. §42-104 and §42-105.

The County Clerk supervises and is responsible for the positions of Payroll Clerk, Deeds Clerk and the Accounts Receivable/Payable Clerk.

Please note this list of duties is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities and activities may change at any time with or without notice.