

Volunteer Deputy Marriage Commissioner Program

The Kings County Clerk's Office is proud to introduce the Volunteer Deputy Marriage Commissioner Program, providing the opportunity for selected volunteers to serve their community as Deputy Marriage Commissioners at The County Government Center. We are looking for volunteers to serve in this extremely important role.

Volunteers must possess excellent customer service skills and a respect for diversity. We strongly encourage individuals fluent in an additional language to apply. If you are interested in learning more, please send us a message through email ClerkRecorder@kings.ca.us for more information about the program and how to apply.

Responsibilities and Expectations

- Arrives on scheduled day and time ready to perform services
- Maintains good attendance
- Performs civil marriage ceremonies and examines the marriage license for completeness in accordance with state requirements
- Notifies the supervisor or designee, in advance, in the event he or she will not be in at their scheduled time
- Adheres to Kings County Assessor/Clerk/Recorder policies and procedures
- May not accept any gifts or gratuities

Qualifications

- Personal commitment to the Office of the Kings County Clerk
- Commitment to quality customer service and helping others
- Ability to read and write English
- Although not necessary, people who are fluent in other languages are encouraged to apply
- Must be at least 18 years of age or older and a U.S. Citizen

Hours of Service

Volunteers will be assigned 2-hour shifts on a pre-assigned schedule. Volunteers are requested to be available one shift per week between the hours of 9:00 am and 4:00 pm.

Revocation as a Volunteer Deputy Marriage Commissioner

We reserve the right to revoke your authority to perform marriages and to serve as a Volunteer Deputy Marriage Commissioner at any given time. All volunteers will undergo an informal evaluation every 30-days to determine if service will continue.

Conflict Of Interest

It is in the best interest of the County Clerk's office to avoid situations where a volunteer has a conflict of interest with any activity or program of the County Clerk's office, whether personal, philosophical, or financial. An individual having a conflict of interest will be encouraged to seek a more compatible outlet for his or her volunteer activity.

Financial Gain

Volunteers shall not use their position at the County Clerk's office to further the manufacture, distribution, promotion, or sale of any material product or service in which they have a direct or indirect financial interest.

Application

Please complete the [application](#) and return to our office.

Further Information

For additional information, contact the Office of the Kings County Clerk at ClerkRecorder@kings.ca.us or call (559) 852-2470.