

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. Although not required, we encourage individuals fluent in an additional language or languages to apply. If you are interested in learning more, please send a message through email ClerkRecorder@CountyofKingsCA.gov. If ready to get started, please submit a completed application. You may send an application by email, in person, or by regular mail to the Kings County Clerk/Recorder, 1400 W. Lacey Blvd, Hanford, CA 93230.

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, persons 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.

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 activist 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.

Further Information

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

Kings County Clerk
Volunteer Deputy Marriage Commissioner Application

Mail to: Kings County Clerk
1400 W Lacey Blvd
Hanford, CA 93230

Or email: ClerkRecorder@CountyofKingsCA.gov

Name: _____

e-mail address: _____

Home Address _____

City _____

State / Zip _____

Telephone # _____

Best time to contact you? _____

Please state why you are interested in becoming a Volunteer Deputy Marriage Commissioner:

When are you available to start? _____

Hours available per week? _____

Days available? _____

Please describe skills or interest, which may benefit you in this position: _____

**Kings County Clerk
Volunteer Deputy Marriage Commissioner Application**

Please list any previous volunteer experience/training? _____

Fluency in language(s) other than English (please name): _____

Do you have a health problem we should be aware of in an emergency? Yes No

If yes, describe: _____

In Case of Emergency Please Notify:

Name _____ Telephone # _____

Name _____ Telephone # _____

By signing below, you acknowledge that ceremonies performed do not entitle you to compensation for your services. In addition, you understand that personal injury can and may occur, and hereby authorize County of Kings Clerk/Recorder Department, or other authorized person acting on behalf of the County of Kings Clerk/Recorder Department, to see and consent to emergency medical attention as needed. You further agree to be liable for and to pay all costs incurred in connection with such medical attention. You also understand that you are not covered under the County of Kings worker's compensation policy. By signing, you hereby release the County of Kings, its employees, agents and volunteers, from any and all liability, claims demands, causes of action, and possible causes of action whatsoever arising out of or related to any loss, damage or injury (including death) that may be sustained while participating in this program. Photos, videos, audio, and other images in which you may appear that are taken during your work as a Deputy Commissioner of Marriage may be used by the County of Kings Clerk/Recorder Department for news coverage, newsletters, reports, displays and for other print, broadcast, web or electronic news or purposes. You agree to accept full responsibility, financially or otherwise, for any damage you may do to the property of The County of Kings Clerk/Recorder Department, or other personal property.

Volunteer's Name

Signature

Date

Witnessed By

Date

**Kings County Clerk
Volunteer Deputy Marriage Commissioner
Authorization to Conduct Reference Checks**

I understand that it is the policy of the Kings County Clerk to conduct reference checks and that any offer to participate in the Kings County Clerk Volunteer Deputy Marriage Commissioner Program would be conditioned on the successful completion of reference checks.

List non-relative personal/professional reference below:

(Please print legibly)

1.

Full Name/Title

Number & Street Address

City/State/Zip Code

e-mail address: _____ Telephone # _____

2.

Full Name/Title

Number & Street Address

City/State/Zip Code

e-mail address: _____ Telephone # _____

3.

Full Name/Title

Number & Street Address

City/State/Zip Code

e-mail address: _____ Telephone # _____

I authorize the Office of the Kings County Clerk to communicate with the above-named individuals about any information the Kings County Clerk deems pertinent to my application.

Date

Signature

Print Name