



## Welcome to the Eureka County Clerk's Office & Eureka County Treasurer's Office

---

**T**he offices of the Eureka County Clerk and Treasurer are two separate constitutional offices that were established by the Nevada State Constitution. At one time these offices were two separate elected positions in Eureka County but the two offices were combined by the Nevada Legislature in the late 1890's and have been combined since that time. The elected official, serving as both the Clerk & Treasurer for Eureka County is elected by the voters of Eureka County for a four year term.

The Eureka County Clerk's Office is responsible for creating and maintaining a variety of records, codes and classified data. The Clerk's Office compiles and creates a variety of reports and summaries; establishes, maintains and scans documents into the filing systems.

The Clerk and Deputies are available to assist the public and other departments or agencies in person, by telephone, e-mail or fax. Assistance is provided in addressing necessary requirements or procedures; completing forms and other documents and/or directing the public to the correct source of information or source of assistance.

As Clerk of the Seventh Judicial District Court, the Clerk and/or Deputies are responsible for taking minutes of the court proceedings; administering oaths to the testifying witnesses, bailiffs and court reporters; logging in and securing all evidence; maintaining the court calendar; receiving and filing court documents; performing criminal record searches; ordering pre-sentencing investigations; entering court cases into the networked computer system; mailing out annual juror questionnaires; maintaining a computer data base for the jury pool; performing the computer selection and printing of the jury summons for potential jurors prior to a jury trial; setting up the court room and jury room prior to court proceedings; maintaining and reporting accurate records of court fines and fees that are collected.

The Clerk's Office also issues and processes marriages licenses and passports; processes, files and maintains records of Fictitious Firm filings; files Notary Bonds and administers oath to new and renewing Notary Publics. Most of the deputies in the Clerk's Office are Notary Publics as well.

The Clerk is the Election Officer and Registrar of Voters for the county. The Clerk's Office maintains a computer database of all voter registrations in Eureka County; maintains voter history; records of candidate filings and campaign finance filings; maintains election records of past elections; develops the publications for public notices during the elections; formats and approves information placed on the ballot prior to the printing of the ballots; approves and authorizes the printing and mailing of sample ballots; assists in the training of election board workers; sets up polling places on election day; and works closely with the Nevada Secretary of State prior, during and after any election.

The Clerk's Office also works closely with the Nevada Secretary of State when a recall petition or an initiative petition is filed in Eureka County. It is the Clerk's responsibility to report such action to the Nevada Secretary of State and the Clerk's responsibility to perform a raw count of the signatures that are contained in the petition. Within a designated time frame the Clerk then verifies the signatures on

such petitions by comparing the signatures to the signatures on the voter registrations.

In conjunction with the Seventh Judicial District Judge, the Clerk participates in issuing the "Oaths of Office" to newly elected officials and periodically administers the Oath of Office to newly hired deputies or appointed officials.

While adhering to the Open Meeting Law and the Code of Professional Ethics, the Clerk acts as secretary to the Board of Eureka County Commissioners by preparing, posting and distributing the meeting agendas and packets; recording and transcribing meeting minutes; distributing correspondence; maintaining accurate and permanent meeting records and minutes; maintaining accurate and permanent records of resolutions, ordinances, and appointments; creating and maintaining a filing system for all transactions and correspondence.

The Clerk also serves as the secretary to the Devil's Gate General Improvement District, the Debt Management Board, the Liquor Board and the Board of Equalization.

All records, past and present, are scanned by the Clerk's Office for permanent storage. These records are maintained for legal and research purposes.

The Eureka County Assessor determines the assessed value of all property in Eureka County, either personal or real. Each year the new tax rate is set by the Board of Eureka County Commissioners. The assessed value is then calculated by the tax rate and as a result, the amount of property taxes due by the taxpayer is determined.

The duties of the Eureka County Treasurer's Office include treasury functions such as processing the tax billings and collecting the tax revenue; posting the incoming revenue into the computerized system while generating and distributing receipts; apportioning the collected revenue and making timely deposits to the bank; generating and sending courtesy letters, delinquent tax notices and publications on the unpaid parcels; reconciling the monthly bank statements and generating a Treasurer's Report that is presented and reviewed by the Board of Eureka County Commissioners on a monthly basis; developing an Investment Policy and investing the public funds accordingly.

The Eureka County Treasurer is also responsible for maintaining an accurate cash flow to cover all monthly expenditures that are generated by both Eureka County and the Eureka County School District.



---

[Back to Clerk Treasurer](#)  
[Back to Eureka County Home Page](#)

Site Last Updated 10/2004