

# County Clerk

“The County Clerk serves an important role for the BOCC and the state. The County Clerk is the ex-officio Clerk of the BOCC (§4-40-3 through 8 NMSA) and, therefore, the Clerk must attend all sessions of the BOCC, though a surrogate may be sent in their place. In this role, the Clerk is responsible for recording all action taken by the BOCC and any supporting materials. The Clerk is also mandated by statute to subscribe to and maintain files of all newspapers published in the county (§4-40-7, 8 NMSA). Additionally, the Clerk’s office receives a multitude of documents from the public for filing and recording, such as property records, marriage certificates and informal probates, which is a service to the state.”

## Primary Duties of the Office of the County Clerk

- Chief Election Officer responsible for the administration of elections in the county; assist in city elections;
- Recording, filing, and indexing for safekeeping of documents, required by law to be filed of record in the clerk’s office;
- Clerk to the Board of the County Commission;
- Clerk to the Probate Court; informal proceedings only;
- Responsible for the issuance of marriage licenses

### **Business Hours:**

Monday – Friday

8a.m – 5p.m closed for lunch from 12p.m – 1p.m

