

Deputy Clerk

Division: County Clerk Office

Clerk Department

FSLA: Non-Exempt

Job Classification: Casual Part Time, less than 1000 hours per year

Range \$15 - \$20

Reports to: County Clerk

Probationary Status: Terminable-at-will

Safety Sensitive: No

SUMMARY OF JOB:

To perform a variety of clerical functions in support of records, filings and elections. This is to include assisting customers, record keeping and collecting payments. Maintain official county records; assist in the election process for the County and to perform related duties as assigned. Maintain confidentiality of all privileged information.

ESSENTIAL FUNCTIONS:

The essential functions listed may not include all the duties of the position:

- Maintain records concerning land plats and surveys; record instruments, land acquisitions and transfers.
- Participate in other records maintenance activities including preparing and processing marriage licenses
- Verify a variety of documents including grantor-grantee indexes and instrument index
- Collect monies and issue receipts
- Participate in the County election process; data entry of voter's registration; prepare and verify voter registrations; additional election responsibilities as experience is gained
- Operate a variety of office equipment including a computer, multi-purpose copy machine and microfilm machines
- Responsible for sending out emails to customers which include (but not limited to) the following: attorneys, title companies and realty companies
- Maintain good public relations over the counter and on the telephone
- Contribute to a team effort and accomplish related results as required
- Performs other duties as required

QUALIFICATIONS:

Citizen or legal resident of the United States who has reached the age of eighteen (18) years of age

- High school diploma or (GED) equivalent required
- A combination of clerical training or progressively responsible experience in an office environment totaling three (3) years
- Must be able to communicate in oral and written English
- Knowledge of standard office procedures and practices
- Ability to operate standard office machines including a typewriter, computer and multi-purpose copy machine
- Ability to interact effectively and professionally with the public, supervisors and coworkers
- Ability to work alone, set priorities and meet deadlines
- Ability to learn the organization and operation of the County, the County Clerk's office and outside agencies as necessary to assume assigned responsibilities
- Ability to maintain confidentiality
- Attend out of town trainings and conferences

PROFESSIONAL REQUIREMENTS:

Following a conditional offer of employment, successfully complete background investigation which may include, but is not limited to: criminal records search, driving record screening, drug screening, physical examination, reference check, employment verification and credit check

- Report to work on time and as scheduled
- Maintain regulatory requirements, including all state, federal and local regulations
- Ability to interact professionally with public, supervisor, and other co-workers
- Represent the organization in a positive and professional manner at all times
- Comply with all organizational policies and standards regarding ethical business practices in accordance with The Governmental Conduct Act, NMSA 1978, Chapter 10, Article 16 ("GCA")
- Attend staff meetings and in-services
- Participate in performance improvement and continuous quality improvement activities

WORK ENVIRONMENT:

Performance of duties typically occur in a comfortable office setting. Tasks require a variety of physical activities, occasionally lift and/or move up to 50 pounds, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminative thinking and creative problem solving. Periodic travel required in normal course of job performance.

KNOWLEDGE AND SKILLS:

- Knowledge of computer applications, PC's, laptops, and data integration.
- Ability to deal with various levels of stress
- Ability to record, index and verify any land records submitted to the Clerk's office
- Ability to enter data and verify voter registrations
- Ability to create and finalize marriage licenses.

General Sign-off

The employee is expected to adhere to all County policies, and to act as a role model in adherence to Union County policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood, and had the opportunity to ask questions regarding this position description.

Employee's Signature

Date