



Rio Arriba County

JOB DESCRIPTION VACANCY

BUREAU OF ELECTIONS CLERK TECH II

DEPARTMENT:	CLERK
PRIMARY LOCATION:	ESPANOLA / TIERRA AMARILLA
SALARY RANGE:	C-06 PER SCHEDULE / \$ 17.06 To \$ 22.06
POSITION STATUS:	FULL TIME
FLSA CLASSIFICATION:	NON EXEMPT
POSTING DATE:	27 APRIL 2023

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification; only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. This position described below, is not an all-inclusive list of all responsibilities/ duties/ and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time with or without notice.

Primary Summary:

Under general supervision of the County Clerk or designee, selected employee will assume the duty of clerical and administrative support to perform election-related workflow procedures in the office as assigned in the essential duties and responsibilities.

Essential Duties and Responsibilities:

- Assist the public with general information associated with the Clerk's Office
- Ability to answer questions regarding elections, mail voter registration certificates, mail voter absentee ballot applications, mail new voter information cards, mail letters for precinct & polling location changes, and pick up and stamp election mail
- Welcome and direct visitors and answer phone calls regarding elections
- Perform complex clerical tasks while carrying out office routines independently
- Ability to prioritize job tasks, and multi-task office duties
- Ability to pay attention to detail, perform data entry, verify data entry, and correct data entry
- Familiarity with the statutory requirements regarding elections
- Perform other tasks or duties as assigned or required by the Director, Supervisor or Designee
- Maintains confidentiality of all privileged information
- Contributes to a team effort



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Minimum Qualifications:

- High School Diploma or equivalent
- Some college experience or at least three (3) years of a clerical and/or secretarial nature
- Ability to operate office equipment and computers
- Basic math and typing skills
- Experience in the use of Outlook Mail, Microsoft Word, Excel, and the Internet
- Must not have been convicted of a felony

Recommended Qualifications:

- Knowledge in the use of Microsoft Office, and Election Management Systems
- Ability to thrive in a fast-paced environment
- Demonstrated organizational, human relations, and effective communication skills
- Ability to orchestrate multiple tasks simultaneously

Preferred Qualifications:

- Demonstrate initiative and ability to work independently
- Successful completion of a thorough background investigation

Knowledge, Skills, and Abilities:

- Personal computer and word processor skills
- Knowledge and ability to provide courteous and professional customer service
- Ability to understand and follow directions
- Ability to perform difficult clerical and basic managerial tasks
- Ability to act independently and conscientiously using sound judgment
- Ability to understand and follow standard office practices and procedures
- Ability to handle multiple tasks and meet deadlines
- Ability to communicate effectively, both verbally and in writing
- Ability to maintain confidentiality
- Ability to operate standard office equipment and accurately enter data into multiple systems



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Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, talks, and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to forty (40) pounds. If an item is over forty (40) pounds, lifting shall be done by two or more County staff members.

Work Environment/Conditions:

Work is performed in a professional office environment with a moderate noise level, occasionally working under stressful conditions and for extended periods. Work is performed in facilities within Rio Arriba County with primary functions split between the Tierra Amarilla and Espanola Annex offices. This position is routinely exposed to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Evening, holiday, and weekend work outside of normal business hours may be required as well as travel and attendance at meetings. Must be available for planned and emergency maintenance and to provide customer support 7x24x365 for enterprise computing and software environments and in the event of County emergencies outdoors.

Every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance
- Work well with others and participate fully in a team-oriented environment
- Interface with other employees and customers courteously and respectfully
- Project positive support of their department and all county organizations at all times
- Maintain and enhance the county's commitment to customer service excellence

Working Conditions for individual positions in this classification will vary based on each department's utilization, essential functions, and recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.



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Employment Requirements:

Successful completion of a thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within thirty (30) days of the date of hire as a condition of continued employment.

Please send an e-mail with your Letter of Interest,

Resume and Job Application to:

JobApplications@rio-arriba.org

*P.O. Box 127 * Tierra Amarilla, New Mexico 87575 * Phone (575) 588-7254 * Fax (575) 588-7810*

*Espanola Annex * 1122 Industrial Park Road * Espanola, New Mexico 87532 * Phone (505) 753-2992 * Fax (505) 753-9397*
