



# Rio Arriba County

## *JOB DESCRIPTION VACANCY*

### **SECRETARY II**

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<b>DEPARTMENT:</b>	ASSESSOR'S OFFICE
<b>PRIMARY LOCATION:</b>	ESPANOLA
<b>SALARY CLASSIFICATION:</b>	C-06 PER-SCHEDULE
<b>SALARY:</b>	\$19.06 TO \$24.25 HOURLY / \$36,640 TO \$50,440 ANNUAL
<b>POSITION STATUS:</b>	FULL TIME
<b>FLSA CLASSIFICATION:</b>	NON EXEMPT
<b>CLOSING DATE:</b>	OPEN UNTIL FILLED
<b>POSTING DATE:</b>	AUGUST 18, 2023

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*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by 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 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 Director or designee, the selected candidate will assume the duty of clerical and administrative support in order to perform public assistance and workflow procedures in the office as assigned. Employee will assume the duties to perform essential duties and responsibilities.

#### **Duties and Responsibilities:**

- Assist the general public with information associated for the Assessor's Office
- Greets visitors, answers phone calls and direct inquires to proper personnel
- Assist when required for additional administrative details
- Organizes and maintains control of files, assembles documents, memos and correspondence, when necessary
- Assist Administrative Assistant in arraigning meetings, conferences and hearings
- Independently carries out office routines; the ability to multi-task and prioritize job tasks
- Research documents as directed by supervisor; when necessary
- Receives incoming mail and routes to proper personnel
- Data entry: Updates accounts on Tyler Assessor
- Generates tax releases and maintains mobile home accounts
- Reviews applications; applies exemptions to accounts, Head of Household and Veterans applications and limitation of Increase for 65 & Older Low Income Valuation Freeze
- Receives Special Method of Valuation for Agriculture classification and Livestock Report applications
- Performs other tasks as assigned by the Director/Supervisor/Designee
- Assists in yearly protest period; when necessary
- Maintains confidentiality of all privileged information



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- Contributes to a team effort
  - Performs other duties as assigned or required

#### **Minimum Qualifications:**

- High School Diploma or GED
- Shall maintain a valid New Mexico driver's license while employed with RAC
- Must successfully complete a background investigation
- Must not be convicted of a felony
- Must successfully pass a drug screening

#### **Recommended Qualifications:**

- Experience in greeting customers in a professional manner and directing them to the appropriate departments or personnel
- Experience in answering phone calls and responds to inquiries via telephone, email or other correspondence
- Experience in time management skills

#### **Preferred Qualifications:**

- Experience in operating various word-processing, spreadsheet creation, software programs such as Outlook, Excel, Windows, etc.
- Experience maintaining office scheduling, Outlook calendar or other scheduling tools
- Experience in writing emails, memos and letters
- Experience in performing administrative tasks; various filing and copying
- Attention to detail; analyze data to check for errors or inaccuracies
- Experience in developing and maintaining an organizational filing system
- Experience multi-tasking and prioritizing work

#### **Knowledge, Skills and Abilities:**

- Ability to utilize the Internet to complete research in a wide variety of topics
- Ability to act in an independent and conscientious manner using sound judgment
- Ability to maintain confidentiality
- Ability to handle multiple tasks and meet deadlines
- Ability to communicate effectively, both orally and in writing

#### **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 fifty (50) pounds. If an item is above fifty (50) pounds in weight then two or more County staff members will team up to lift the object.

#### **Work Environment/Conditions:**

Work is performed in a professional office environment with a moderate noise level, occasionally working under stressful conditions, and possibly for extended periods of time.



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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.

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**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 in a courteous and respectful manner
  - Project positive support of their department and all county organizations at all times
  - Maintain and enhance the county's commitment to customer service excellence
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Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

#### **Conditions of Employment:**

Successful completion of 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 (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](mailto:JobApplications@rio-arriba.org)**

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

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