



Rio Arriba County **VACANCY NOTICE**

JOB TITLE: CLERK TECHNICIAN II

Department: Clerks Department
Division: Clerks
Hourly: \$15.06
Position Status: Full-Time
FLSA Status: Classified C-4
Closing Date: Open Until Filled

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.

Primary Purpose:

The Clerk Tech I is responsible for performing the general recordkeeping and communication activities required to keep an office functioning. Their duties include filing and organizing records and fielding inquiries from customers and clients

Essential Job Functions:

- Carry out duties as assigned by County Clerk and/or his Deputy.
- Maintain/prepare Clerk's fee report- includes deposits sent to Treasurer's Office.
- Must be computer literate to include running reports and checking for errors prior to final report.
- Must be able to prepare, certify and issue marriage licenses.
- Answers telephone in a professional manner and directs calls to correct department/co-worker or takes messages.
- Pick-up and deliver AM and PM mail on a scheduled basis: opens, stamps and delivers to correct department.
- Receipts and enters daily: documents from abstract companies, the public and the daily mail.
- Must be able to correctly file documents alphabetically, numerically, or chronologically as necessary.
- Must be able to scan documents as required for recording purposes.
- Reproduce documents from the micro-fiche machine for the public and Espanola Sub-office.
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- Must be able to assist the public with general information associated with the clerk's office.
- Must be able to locate, identify and correct discrepancies in record keeping.
- Must be able to perform routine clerical tasks while working independently.
- Must be able to stamp, seal, copy, mail, certify and file office related documents.
- Provides routine internal and external assistance largely without written procedures.
- Must be able to input, format, edit and prepare final copies of a variety of routine and complex correspondence.

- Must be able to use routine office equipment, including copier, fax, scanner, typewriter, etc.
- Must be able to correctly enter, index, file and back scan old documents.
- Must be able to do large mail outs for other office related jobs.
- Must be able to verify, stamp, seal, copy, mail, certify and file probate documents.
- Performs other duties as assigned by County Clerk, Chief Deputy Clerk or Designee.

Knowledge / Skills:

- Must have a good working knowledge of computers and other office equipment.
- Must have good public skills and be able to work effectively with others.
- At least six months of clerical experience or other work related experience.
- Must be able to understand and follow directions.
- Must be able to communicate in written or oral form.
- Must be able to work under stressful conditions, situations, and with all types of personalities.

Minimum Qualifications

High School Diploma or equivalent required.

Valid New Mexico Driver's License with an acceptable driving record;

Working Conditions:

Must be able to work indoors and outdoors as necessary.

Indoor duties are performed on an even surface that may be carpeted or tiled under a temperature-controlled environment.

Outdoor duties are performed under all weather conditions and on many varied surfaces.

Must be able to lift and or move up to forty pounds.

Duties require employees to operate a motor vehicle within the county and state, subject to all related driving hazards.

Must be able to take job-related courses in other counties as necessary.

Potential work hazards include being exposed to lifting, carrying, walking, climbing, stooping, dealing with heights, dust, working under severe weather conditions, and on many varied surfaces including icy surfaces, graveled surfaces, wet surfaces, etc., also negotiating stairs, carrying various equipment.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment drug and alcohol screening.

Additionally, selected candidate must submit to and pass a county paid criminal background screening.

Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Please send an e-mail with your Letter of Interest, Resume and [Job Application](mailto:JobApplications@rio-arriba.org) to JobApplications@rio-arriba.org