



Rio Arriba County **VACANCY NOTICE**

JOB TITLE:**Clerk****Department:****Clerk's Office-Española****Division:****Hourly:****Per schedule****Position Status:****Temporary****FLSA Status:****Temporary****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:

Under general supervision of the County Clerk or designee, provides clerical, administrative support, and performs workflow procedures in the office as assigned in the essential duties and responsibilities.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of responsibilities/ duties/ and skills required of personnel in this classification. Duties, responsibilities, and activities may change at any time with or without notice.

Essential Job Functions:

- Assist the public with general information associated with the County Clerk's Office;
- Welcomes and directs visitors and answer phone calls;
- Perform simple clerical tasks and office routine independently;
- Ability to prioritize job tasks and multi-task office duties;
- Ability to pay attention to detail
- Demonstrate Data Entry: Record documents on Eagle Recorder Software;
- 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;

Knowledge / Skills:

- Ability to operate office equipment and personal computers;
- Demonstrated ability on word processor skills, specifically Microsoft Word;
- Demonstrate 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 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.

*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*

Minimum Qualifications

- High School Diploma or equivalent;
- One (1) year of clerical/secretarial experience;
- Ability to operate office equipment and computers;
- Basic math and typing skills;
- Experience using Microsoft Outlook, Word and Excel; Ability to navigate the Internet using web browsers and applications;

Working Conditions:

Work is performed in a professional office environment with a moderate noise level, occasionally working under stressful conditions and for extended periods of time. 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. Evening, holiday, and weekend work outside of normal business hours may be required as well as travel and attendance at meetings. Must be available and to provide customer support 7x24x365 in the event of County emergencies.

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

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team-oriented environment;
- Interact with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- 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

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