

FULL TIME DEPUTY CLERK

CLASSIFICATION: Full Time Classified Employee, Hourly

Minimum Qualifications:

- 1) High School Diploma
- 2) Valid New Mexico Driver's License
- 3) Computer Skills, including Word, Excel, Publisher, PowerPoint
- 4) Ability to operate the Xerox machine, making copies, faxing, scanning
- 5) Ability to communicate and write in English
- 6) Ability to be able to operate desktop office equipment
- 7) Ability to lift 50 lbs.

Additional Requirements:

1. Ability to take directions and instructions for routine matters in the Clerk's office; record documents submitted by mail, e-recording software, or in person; answer telephone calls and greet visitors congenially; assist the public as needed; scan documents; assist with retention and disposition of public records matters;
2. Take minutes for Board of County Commission meetings if necessary; file documents; assist with purchase orders and billing statements/invoices as needed; export images to CDs and FTP site monthly for customers;
3. Issues marriage applications, license, and certificates
4. Ability to assist with voter and election management; process voter applications; requests by voters for absentee ballot and applications;
5. May be required to work irregular hours and travel as needed;
6. Any other duties requested by the County Clerk as need

Additional Requirements for Elections:

- 1) Must be available to assist with the following Elections
 - a. School Elections/Feb. of Odd Years
 - b. Primary Elections/June of Even years
 - c. General Elections/Nov. of Even Years
 - d. Special Elections- other than dates above
 - e. Or others as required by law
- 2) Appointment of Precinct Officials
- 3) Publications
- 4) Set up polling places
- 5) Attend out of County mandatory seminar's
- 6) Conduct school of instructions
- 7) Candidate filing, withdrawal and write-ins
- 8) Nominating petitions
- 9) Voter lists
- 10) Election supplies
- 11) Ballots
- 12) Voting machines
- 13) Canvass
- 14) May need to work irregular hours as needed
- 15) Anything else designated by the County Clerk