



Job Description

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| TITLE: Deputy Clerk III | JOB CODE: 4101 |
| DEPARTMENT: County Clerk | FLSA: Non-Exempt |
| PREPARED: November 2005 | FLSA CLASS: Clerical |
| UPDATED: April 11, 2022 | WORK LOCATION: Aztec, NM |
| REMOTE WORK ELIGIBLE: YES | |

Summary: Under general supervision, performs a variety of the more specialized and responsible administrative and document processing functions; performs clerical duties including recording, indexing and scanning instruments into the system; reviews legal documents to determine appropriate categories of action; analyzes and categorizes these documents; assists the public in defining requests and searching for documents; assists during elections; provides lead supervision to assigned staff members..

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative 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 tasks.*

- Relieves supervisor or other department staff of administrative support service functions; utilizes independent judgment and initiative.
- Performs the more complex document processing duties; acts as resource to other staff members regarding documentation and/or procedural issues.
- Interprets, applies, and explains policies and procedures; maintains accurate records and files of work unit's activities.
- Performs a variety of clerical duties; records, indexes and scans instruments into the system.
- Responds to public inquiries, both on the telephone and in person, and refers to appropriate staff member for more specific information; explains applicable statutes and regulations.
- Receives, reviews and verifies a variety of legal documents and records including the more complex items and documentation; determines appropriate categories of action to be initiated based upon the content of the documents and applicable laws and regulations.
- Issues marriage, kennel, and liquor licenses.
- Registers voters and assists during elections.
- Enters computer data from all instruments recorded such to create a grantor/grantee index; creates permanent record of documents by scanning and indexing into a specialized computer software application program.
- Scans all recorded instruments, such as real property documents, marriage licenses, commission meetings, plats, and related documents; ensures scanned documents have seals and are in sequence.
- Answers the mail requiring copies to be made; answers the phone and assist the public in a professional manner.
- Re-files microfilm cards; files House and Senate bills and New Mexico Statutes.
- May be assigned to Elections activities to meet workload demands.
- Assists in returning original documents to customers in a timely fashion.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of indexing instruments and filing procedures.

Job Description

Deputy Clerk III

- Knowledge of grantees or grantors used in the reception book.
- Knowledge of various types of recorded/filed documents.
- Knowledge of office procedures and office machines.
- Knowledge of applicable laws, guidelines and policies, and statutes of New Mexico.
- Knowledge of basic legal terminology.
- Knowledge of County policies and procedures.
- Skill in communicating effectively, both orally and in writing.
- Skill in explaining policies, procedures and general information.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in compiling information and preparing reports and related information.
- Skill in the use of a personal computer and standard business software.
- Skill in maintaining accurate statistical records.

Education and Experience

- High School diploma or GED equivalent, and four (4) years of experience in a legal, governmental, real estate or financial services environment.
- Must take the Deputy Clerk oath and must be bondable.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports. Noise level is generally moderate.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

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|-------------------------|-------|--------------|-------|
| Employee: | _____ | Date: | _____ |
| Supervisor | _____ | Date: | _____ |
| Department Head: | _____ | Date: | _____ |