



## Job Description

---

<b>TITLE:</b> Deputy Clerk II	<b>JOB CODE:</b> 4102
<b>DEPARTMENT:</b> County Clerk	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> November 2005	<b>FLSA CLASS:</b> Clerical
<b>UPDATED:</b> April 11, 2022	<b>WORK LOCATION:</b> Aztec, NM
	<b>REMOTE WORK ELIGIBLE:</b> YES

---

**Summary:** Under general supervision, performs clerical duties including recording, indexing and scanning instruments into the system; receives and reviews various legal documents to determine appropriate categories of action; analyzes and categorizes information from these documents; assists Probate Judge and public with filing probates; issues marriage licenses; answers the phone and sorts mail; assists the general public in defining requests and searching for documents; registers voters and assists during elections.

**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.*

- Performs a variety of clerical duties; records, indexes and scans instruments into the system.
- Receives, reviews and verifies a variety of legal documents and records; determines appropriate actions to be initiated based upon the content of the documents and applicable laws and regulations.
- Answers questions from the public regarding actions taken; prepares correspondence to answer questions regarding documents and actions taken based on information contained in the documents.
- Enters information into a computer system to initiate actions based on documents received and analyzed; applies proper codes or transactions resulting from review of the documents.
- Issues marriage, kennel, and liquor licenses.
- Greets the public in person and on the phone and sorts mail; assists the public in defining their needs and in searching for documents.
- Registers voters and assists during elections.
- Enters computer data from all instruments recorded 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 accuracy of scanned documents making sure they 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.
- Checks microfilm permanent roll; color codes aperture cards.
- Enters data into the computer and prints out reports.
- May be assigned to Elections activities to meet workload demands.
- Handles orders of supplies from central warehouse
- Contacts proper support people when repair is needed of office equipment
- Processes plats and makes copies of same for other offices/agencies.
- Performs other related duties as assigned.

## Job Description

Deputy Clerk II

### Required Knowledge and Skills:

- Knowledge of indexing instruments and filing procedures.
- 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 performing general office duties.
- Skill in communicating effectively, both orally and in writing.
- Skill in explaining policies, procedures and general information to people of various education and socio-cultural backgrounds.
- 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 three (3) years of office 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:

Employee:

\_\_\_\_\_

Date:

\_\_\_\_\_

Supervisor

\_\_\_\_\_

Date:

\_\_\_\_\_

Department Head:

\_\_\_\_\_

Date:

\_\_\_\_\_