



Job Description

TITLE: Deputy Clerk I	JOB CODE: 4103
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 close 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; 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.
- 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 and makes sure they have seals and are in sequence.
- Answers the mail requiring copies to be made; answers the phone and assists the public in a professional manner.
- Re-files microfilm cards.
- Issues marriage, kennel, and liquor licenses.
- 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.
- Returns original documents to customers in a timely manner.
- Performs other related duties as assigned.

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.

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- 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 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.

Education and Experience

- High School Diploma or GED Equivalent and one (1) year of office experience. Prior experience in a legal, governmental, real estate or financial services environment preferred.
- 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:	_____