



## Job Description

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<b>TITLE:</b>	<b>Deputy Clerk Assistant</b>	<b>JOB CODE:</b>	4104
<b>DEPARTMENT:</b>	County Clerk	<b>FLSA:</b>	Non-Exempt
<b>PREPARED:</b>	12/03/2007	<b>UPDATED:</b>	August 31, 2020

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**Summary:** Under close supervision, performs front desk duties; provides information and assistance to the public and visitors having business with the department; assists customers in defining their needs and assists in searching for documents and making copies as needed.

**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.*

- Answers the phone: determines the nature of the call; responds to request for information; routes calls to appropriate individuals to handle inquiries; takes and delivers messages.
- Provides a variety of clerical and related office assistance: makes and distributes copies, picks up, opens and distributes mail to the appropriate person or department; arranges for out-going mail pick up; responds to correspondence by providing copies and other items as requested.
- Issues marriage, kennel and liquor licenses.
- Files microfilm cards; checks microfilm rolls and scanned images for accuracy.
- Scans plats, marriage licenses, commission minutes and recorded documents as needed,
- Receives, reviews and verifies legal documents prior to recording.
- Registers voters and assists the election department as needed.
- Responds to questions and inquiries from employees, the public and outside agencies; provides assistance to the public.
- Performs other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge of filing procedures.
- Knowledge of office procedures and office machines.
- Knowledge of basic legal terminology.
- 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.

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**Education and Experience:**

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

**Equipment and Tools Utilized:**

- Equipment utilized includes computerized and conventional office equipment.

**Approvals:**

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____