



## Job Description

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<b>TITLE:</b> Recording Assistant	<b>JOB CODE:</b> 4111
<b>DEPARTMENT:</b> County Clerk	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> June 29, 2022	<b>FLSA CLASS:</b> Clerical
<b>UPDATED:</b>	<b>WORK LOCATION:</b> Aztec, NM
	<b>REMOTE WORK ELIGIBLE:</b> Yes

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**Summary:** Under close supervision, assist with clerical duties including recording, indexing and scanning instruments into the system; receive and review various legal documents to determine appropriate categories of action; issues marriage licenses; answer the phone and sort mail; assist the general public in defining requests and searching for documents; register voters and assist 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.*

- Receive legal documents and records from the public.
- Review and verify a variety of legal documents and records; determine appropriate action to be initiated based upon the content of the documents and applicable laws and regulations.
- Prepares correspondence to answer questions regarding documents and actions taken based on information contained in the document and the request received.
- Greet the public in person and on the phone in a professional manner; assist the public in defining their needs and in searching for documents.
- Enter computer data from all instruments recorded to create a grantor/grantee index; create permanent record of documents by scanning and indexing into a specialized computer software application program.
- Scan 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.
- Answer and sort the mail; process customer's request for records.
- Re-file microfilm cards.
- Issue marriage, kennel, and liquor licenses.
- Check microfilm permanent roll.
- Enter data into the computer and prints out reports.
- Perform a variety of clerical duties to include utilizing recording, indexing, and scanning instruments to archive documents into the system.
- Assist Elections Division to meet workload and voting period demands.
- Return original documents to customers in a timely manner.
- Perform other related duties as assigned.

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### **Required Knowledge and Skills:**

- Knowledge of laws and ordinances that govern elections and records.
- 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 basic accounting principles.
- Knowledge of HIPAA policies and procedures and know how to handle sensitive and confidential matters professionally and tactfully.
- Knowledge of County policies and procedures.
- Knowledge and skill in Microsoft Office software.
- 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 multi-tasking and working both independently and as part of a team.
- 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 general education degree (GED) required and a combination of post-secondary education and/or experience and education totaling two (2) years that meet the knowledge and skill level required of this position.
  - One (1) year of office experience should come from real estate, legal, accounting, banking, or a County Clerk's office.
- Must take the Clerk oath and must be bondable.
- Ability to speak a second language is preferred but not required.
- 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.
- Periodically required to work irregular hours, overtime, evenings, holidays, and weekends, as well as extended regular hours. Observe black out absence periods, and/or attend irregular job-related meetings or trainings.
- Occasionally to frequently push, pull or carry containers weighing at minimum twenty-five (25) pounds and up to a maximum of fifty (50) pounds.

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- 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:** \_\_\_\_\_