



Job Description

TITLE: Elections Clerk III	JOB CODE: 4130
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, processes voter registration affidavit by precinct, including changes on existing voter records; maintains voter records and prepares a variety of voter lists; registers individuals to vote; assists with the election process, records, returns and related activities; assists with the confirmation of polling places and precinct workers; processes absentee votes. Reports to the Deputy Clerk Administrator with status of election department concerning projects. Is responsible for confirmation of precinct workers. Assists candidates.

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.*

- Works closely with and reports to the Deputy Clerk Administrator to coordinate work assignments of Bureau of Elections personnel; utilizes independent judgment and initiative.
- Performs the more complex election duties; must have knowledge of election procedures in accordance with state statutes.
- Acts as a resource to other Bureau of Elections staff members regarding documentation and/or procedural issues.
- Maintains and updates voter registration and election databases, operates voter registration and election application software; compiles a variety of administrative data for special reports and forms.
- Performs voter registration activities including preparing notices, processing and scanning of voter registrations.
 - a. Sets-up each election.
 - b. Makes system changes as necessary.
 - c. Recruits and assigns poll workers.
 - d. Oversees entry of voter credit.
 - e. Responsible for publication of proclamations and other election related notices.
 - f. Oversees purge of voters.
 - g. Provides assistance to candidates in filing for public office.
 - h. Responsible for preparation of candidate packets.
 - i. Trains staff on voter registration database.
 - j. Responds to public service requests for voter data from candidates, political committees and members of the public.
 - k. Helps to cross train Bureau of Elections staff.
 - l. Processes absentee voting applications; issuance and processing of absentee ballots.
 - m. Performs procedures in accordance with state statutes relating to early voting and election day voting.
 - n. Removes deceased voters from files based on data from New Mexico State Vital Records; removes voters based on notification from District Court or Federal Court of felony convictions; prepares and files reports.
 - o. Answers phone and helps public at front counter.
 - p. Provides copies of various documents such as voter registrations, precinct maps, deeds, marriage license, etc.

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- q. Performs a variety of clerical duties: records, indexes and scans instruments into the system as needed.
- r. Answers the mail requiring copies to be made; answers the phone and assists the public in a professional manner.
- s. Assists the Recording department.
- t. Assists the public with records searches.
- u. Performs other related duties as assigned

Required Knowledge and Skills:

- Knowledge of election laws, guidelines, policies and statutes of New Mexico
- Knowledge of basic legal terminology
- Knowledge of County policies and procedures
- Knowledge of office procedures and office machines
- Knowledge of office computer programs
- 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.

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:

Employee: _____ Date: _____

Supervisor _____ Date: _____

Department Head: _____ Date: _____