

SIERRA COUNTY POSITION DESCRIPTION



JOB TITLE: RECORDING CLERK
DEPARTMENT: CLERK'S OFFICE
SUPERVISOR: COUNTY CLERK
GRADE: 2
FLSA STATUS: NON-EXEMPT

JOB SUMMARY

Under the direct supervision of the County Clerk, contributes to the efficient daily operation of the County Clerk's Office by performing a variety of administrative and clerical tasks. Maintains document records and indexes. Ensures professionalism in all interactions with internal and external customers.

ESSENTIAL FUNCTIONS

- Records and indexes documents; scans images; enters and verifies data.
- Reviews and edits documents and ensures all necessary signatures and information are included.
- Upholds recording responsibilities in compliance with the New Mexico County Clerk Handbook.
- Issues and records marriage certificates; assists with probate issues; conducts informal real estate and legal document searches; obtains property cards; duplicates documents and provides certified copies.
- Labels and records maps.
- Coordinates with the County Commissioners to address and resolve issues and listen to the public's concerns and files minutes and resolutions appropriately.
- Assists County's Probate Judge by filing and documenting into electronic and written form all probate matters filed through the County's informal probate process.
- Collects money for services rendered; provides receipts; computes balances; completes reports; delivers reports to Treasurer's office.
- Determines voter eligibility; processes voter registrations; manages absentee applications and ballots.
- Assembles, sets up, takes down and stores voting materials, tabulators, machines and other equipment.
- Assists with election recounts as necessary.
- Maintains and updates voter manuals.
- Answers incoming telephone calls, determines purpose of calls and forwards to appropriate personnel or department, ensuring professional telephone etiquette.
- Greets internal and external customers and visitors, determines nature of business, answers questions and directs to appropriate personnel.
- Maintains records of internal and external customer conversations.

- Screens incoming emails and other correspondence; exercises judgment and responds accordingly.
- Receives, sorts, logs and routes incoming mail; receives and processes outgoing mail.
- Ensures proper records retention and management; ensures records are maintained confidentially as appropriate.
- Establishes and maintains effective working relationships with coworkers, staff, other departments, vendors and contractors, community members and the general public.
- Participates in regular meetings as requested.
- Prepares comprehensive and concise verbal and written reports.
- Builds and fosters effective working relationships with others.
- Enhances professional growth and development through participation in seminars, educational workshops, classes, and conferences.
- Executes other tasks and responsibilities as assigned.

****APPLICANT MUST DISCLOSE REAL OR PERCEIVED CONFLICTS OF INTEREST AND MUST ABIDE BY THE GOVERNMENTAL CONDUCT ACT (NMSA 10-16-1 (ET. SEQ.)).***

MINIMUM QUALIFICATIONS

- High School Diploma or equivalent.
- One (1) year of office experience preferred.
- A combination of relevant education and related work experience may be considered.
- Valid driver's license is required.
- Must be able to successfully pass a background screening / investigation.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Department organization, functions, objectives, policies and procedures.
- Principles and practices of file and records management, including electronic and manual archiving.
- Effective principles and practices of customer service and community and public relations.

SKILL IN:

- Preparing comprehensive and concise reports.
- Analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Operating various word-processing, spreadsheets, accounting and database software programs in a Windows environment.
- Correct English usage, grammar, spelling, and punctuation.

ABILITY TO:

- Learn and interpret applicable federal, state, county, and local laws, regulations, requirements, principles, and practices pertaining to the responsibilities of the Clerk's Office.
- Work independently and meet strict timelines.
- Interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Communicate efficiently and effectively both verbally and in writing.
- Exercise independent judgment.
- Maintain confidentiality.

PHYSICAL/MENTAL DEMANDS, WORK ENVIRONMENT, EQUIPMENT USAGE

WORK ENVIRONMENT:

Work is generally performed in an office or indoor setting. Occasional work outdoors where incumbent may be exposed to varying temperature and weather conditions. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel may be required for training, meetings, conferences, presentations, and other events.

PHYSICAL/MENTAL REQUIREMENTS:

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively. The employee occasionally is required to move throughout the office/complex/site; climb or balance; bend, stoop, crouch, or crawl; and lift up to 25 pounds. Close vision ability is required. Occasional exposure to dust, fumes, airborne particles and/or allergens. Incumbent may sit for extended periods of time. Position may cause stress and tension; and require incumbent to quickly change position on issues when presented with better alternatives.

EQUIPMENT, TOOLS, AND MATERIALS:

Tools used in performing the essential functions of the job: maps, copier, vehicle, fax machine, telephone, computer, voting machines, general office supplies and equipment, overhead projectors, word processing software, presentation software, and accounting software.

****SIERRA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND WELCOMES APPLICATIONS FROM ALL SUITABLY QUALIFIED PERSONS REGARDLESS OF THEIR RACE, SEX, DISABILITY, RELIGION/BELIEF, SEXUAL ORIENTATION, OR AGE.***