

**COUNTY OF LINCOLN  
Job Description Form**

**Division/Department:** County Clerk

**Job Title:** Clerk

**Reports to:** County Clerk

**Level/Grade:** 121P \$11.15

**Type of position:**

- Full-time
- Part-time
- Temporary/Seasonal
- Emergency Hire

**Hours** 40 **Week**

- Classified
- Unclassified

**General Description:**

The employee performs a variety of clerical duties relative to assigned area of responsibility. Ability to work courteously and pleasantly with the public and co-workers; proficient communication verbally and in writing; type accurately at least 50 wpm. The employee must perform all duties with minimal supervision and perform other duties as assigned.

**Education/Work Experience/Certification/Training Requirements/Abilities/Skills:**

- High school diploma or GED certification.
- Valid New Mexico State Driver's License. Must have a good driving record to be insurable for liability purposes.
- Ability to complete work assignments accurately and in a timely manner, and the ability to learn basic department functions.
- Ability to work courteously and pleasantly with the public and co-workers and able to operate various office machines.
- Ability to type at a speed necessary for successful job performance, understand and carry out written and oral instructions, communicate clearly and concisely, both orally and in writing, and basic knowledge of principles and procedures of record keeping.

**Work Conditions/Description of Tools, Equipment, Work Aids Used and Materials and/or Products Handled:**

- Office environment. Normally works 8-5 Monday-Friday.
- Telephone, calculator, AS/400 and personal computer terminal/keyboard and printer, photocopy machine, telefax machine, typewriter, and other related office equipment.

**Comments on Physical Requirements:**

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting and standing for prolonged periods of time; light to moderate lifting (up to 50 pounds); reaching, stooping, crawling, pulling, pushing, and manual dexterity; and operating assigned office equipment.

**Approved by:** Rhonda Burrows 03/25/14

**Date Posted:** \_\_\_\_\_

**Date Hired:** \_\_\_\_\_

**Employee Declaration:**

I have read the above job description. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_