

**COUNTY OF LINCOLN
Job Description Form**

Division/Department: County Clerk

Job Title: Deputy Clerk

Reports to: County Clerk

Level/Grade: 14

Type of position:

- Full Time
- Part-time
- Temporary/Seasonal
- Emergency Hire
- Grant/Contract

Hours: 40 hrs/Week

- Classified
- Unclassified

General Description:

Primary Customer service point of contact including: Assists in answering telephones, taking messages, forwarding calls to appropriate personnel and maintaining website information. Responsible for assisting the public in the recording of various documents, and collects fees. Assists public, co-workers, title and real estate companies in the recording and research of various documents; collect fees. Record and prepare recorded documents pursuant to legal requirements for permanent record storage and retrieval. Assists with the retention and destruction of Clerk's records pursuant to state and county requirements. Maintain proper computer programs for the maintenance of all county documents, including licenses, grantor/grantee recordings, and all mapping data. Assists with imaging/scanning documents, plats, etc. into computer; indexing documents in computer; download recorded documents from mainframe computer onto compact disc or email upon request; prepare recorded original documents to be mailed to appropriate parties; make copies as requested. Maintain current and detailed records of all documents which are imaged/scanned. Must be able to work courteously and pleasantly with public and co-workers. Must be proficient in communicating with the public and co-workers both verbally and in writing. Works extensively with County IBM AS400 computer and plat scanner and software. Assists the Probate Clerk with probate including researching records, accepting and filing probate documents and other probate matters. Responsible for all outgoing mail. Assist with elections as requested during election process. Employee must perform all duties with minimal supervision; may be required to work irregular hours, attend job-related meetings, and perform other duties as assigned.

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

- High school diploma or GED certification, plus three years experience in clerical work; proficient in basic computer skills and programs.
- Valid New Mexico State Driver's License. Must have a good driving record to be insurable for liability purposes.
- Ability to operate various office machines; ability to work courteously and pleasantly with the public and co-workers; proficient communication verbally and in writing; type accurately at least 50 wpm; plans and performs a wide variety of clerical duties.

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

- Office environment, normally works forty (40) hours per week, Monday - Friday; may be required to attend out-of-town training and seminars.
- Telephone, calculator, AS/400 and personal computer terminal/keyboard and printer, writable/re-writable compact disc, scanner, photocopy machine, telefax machine, microfiche reader/printer, typewriter, plat copier/scanner, electronic mail, zip drive, and other related office machines.

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 06/12/14

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: _____