



San Miguel County

Human Resource Office

Eileen Sedillo, Director

Chairman: Harold Garcia, District 1 | Vice-Chair: Martin Sena, District 4
Max Trujillo, District 3 | Kenneth Medina, District 5 | Janice Varela, District 2
County Manager: Joy Ansley | Deputy County Manager: Jesus M. Romero

EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for the position of **Recording Clerk I** with the San Miguel County Clerk's Division. Under the general supervision of the San Miguel County Clerk and Chief Deputy Clerk; this position is responsible for recording, scanning, digitizing, indexing and performing informal records searches. Also, all other duties that pertain to the daily function of the San Miguel County Clerk's Office.

Salary Range: (17) **\$26,246.00 - \$31,200.00**

Status: Full Time Position

FLSA: Non Exempt Position


Deadline for Applications: **May 29, 2024**

Applications and a detailed job description may be picked up at the San Miguel County Human Resource Office located at 500 West National, Suite 202 or on the San Miguel County website at co.sanmiguel.nm.us

San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.


Joy Ansley, County Manager

5.17.24
Date


Eileen Sedillo, Human Resource Director

5.17.2024
Date

Published: _____, 2024



San Miguel County

CLERK'S OFFICE RECORDING CLERK I

STATUS: Full Time position
FLSA: Non-Exempt

Position Summary:

Under the general supervision of the San Miguel County Clerk and Chief Deputy Clerk; records, scans, digitizes, indexes and performs informal records searches.

Essential Duties and Responsibilities:

- Reviews documents ensuring that all necessary signatures and information is presented;
- Records and indexes in the appropriate format and in the proper order;
- Provides services for the public including, issuing marriage licenses, conducting informal real estate and legal document searches; duplicates documents, and answers inquiries from the public, abstractors, lawyers, surveyors and banks;
- Ensure compliance with the provisions of New Mexico statutes and codes as they relate to recording and management of public records;
- Promptly responds to e-recordings, telephone calls, written communications, and email; answers the telephone, transfers calls and takes messages;
- Perform administrative functions and tasks throughout the County Clerk's Office
- Collects ballot boxes and assists poll workers.
- Scans, digitizes, indexes, and performs informal records searches.
- Digitizes and submits CD's to title companies and banks.
- Prepares documents for mail out; receives and distributes mail; receives telephone calls, routes to appropriate staff member and/or takes messages; greets, assists, and provides information to staff and the public

Knowledge, Skills and Abilities:

- Some knowledge of office procedures and practices and the functions of public service offices; including the keeping of records and the preparation of correspondence, of basic office equipment, including computers; of filing systems; and of basic arithmetic;
- Must have strong customer service skills and the ability to work under stressful circumstances in dealing with the public and co-workers;
- Communication skills both verbal and written are necessary;
- Ability to follow verbal and written instructions;
- Ability to work independently or with others, maintaining a professional attitude with the public, co-workers and County officials;
- Knowledge of office procedures and equipment including basic office machinery and word processing programs.

Qualifications:

- High school diploma or equivalent, plus any combination of college education, work experience or training providing one (1) year of experience in an office environment.

Working Conditions:

Work is generally performed in an office setting or warehouse with occasional duties in the evening and on weekends during peak recording, records, and election cycles. Manual and finger dexterity required. May be subject to CRT's, VDT's and UV rays. May be required to lift or push up to 50 lbs. Travel time may be required. Training others is required.

Physical Requirements:


Primary Work Positions: Sitting 65%, Standing 15%, Walking 10%, Lifting 10%, Kneeling 5%, Squatting 5%, Driving 5%

Position specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.

JOB DESCRIPTION APPROVED BY THE BOARD OF SAN MIGUEL COUNTY

COMMISSIONERS: 03.08.22


 COUNTY MANAGER


 HUMAN RESOURCE DIRECTOR


 CLERK

03.08.22
DATE

3.8.2022
DATE

3/14/22
DATE

EMPLOYEE

DATE