

LUNA COUNTY
JOB DESCRIPTION

POSITION TITLE: County Services Specialist		SALARY RANGE: 12 (\$20,469-\$25,586)	
DATE POSTED: 08/09/2018 7:00 a.m.		CLOSING DATE: 08/17/2018 5:00 p.m.	
DEPARTMENT: Clerk's Office		FLSA: ___ EXEMPT <input checked="" type="checkbox"/> NON-EXEMPT	
Shift: Monday-Friday 8:00 a.m. to 5:00p.m.		Location: Luna County	
REPORTS TO: Chief Deputy Clerk, County Clerk		BARGAINING UNIT: NO	
FT REG <input checked="" type="checkbox"/> PT REG ___ TEMP ___ APPOINTEE ___ FT TERM ___ PT TERM ___ AT-WILL ___ OTHER _____			
APPROVED: _____ , _____			
Human Resources	Date	Department Head	Date

Purpose Summary: Under direction of the Chief Deputy Clerk and County Clerk, coordinates and performs a wide variety of administrative functions for the office of the County Clerk.

Essential Duties & Responsibilities: The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Under direction of the Chief Deputy Clerk and County Clerk, performs a variety of work as assigned in a wide range of areas. Responsibilities include greeting and assisting public, answering incoming calls, and recording, indexing, copying, scanning and filing documents, receiving money, making change, issuing receipts, balancing cash drawer on a daily basis and preparing deposit to treasurer's office, opening and sorting incoming mail. Cross training required for issuing business registration and marriage licenses and various elections duties. Demonstrates strong ethical, professional, and service oriented customer service.

Provides excellent customer service to public, both by telephone and in person, greeting and assisting customers with document location and retrieval and provide general assistance. Performs general secretarial duties and assists with various tasks and directed. Works independently or with little supervision over a period time. Interacts with the existing staff and the general public in a courteous, tactful, patient and tolerant manner. Regular attendance is an essential function of this position.

Demonstrates continuous efforts to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Supervision:

Works under the direction of the Chief Deputy Clerk and County Clerk. Responsible for conformance with applicable provisions of the New Mexico Statutes Annotated 1978, Secretary of State's Office, Federal Codes, County Ordinances, and professional standards.

Supervisory Responsibilities: Supervises no one.

Minimum Qualification Standards:**Education, Certification and Experience:**

Must have a high school diploma or GED certificate; a valid Non Restricted New Mexico Driver's License. Must have at least one (1) year to three (3) years of office, secretarial or related experience with a strong emphasis on performing work correctly, meeting deadlines and customer service experience.

Language Skills:

The skill to read, analyze and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. The skill to write reports and business correspondence. The skill to logically and effectively present information both orally and in writing and respond to questions from groups of managers, clients, customers, the County Commission and the general public. Bilingual preferred but not required.

Knowledge:

Knowledge of applicable Federal, State, County and municipal laws, codes, ordinances, rules and regulations pertaining to data management. Knowledge of office practices and procedures and enforcement thereof. Must have knowledge of standard computer software such as Microsoft excel and Microsoft word, mainframe applications; multi-functional copy equipment, scanners, printers, microfilm reader/printer; multiline telephone and fax equipment and general office equipment. Preferred knowledge of property records; legal documents; Public Records Act and excellent language skills.

Ability:

Able to read, copy, transfer and file information with high accuracy and clarity. Ability to work as a team player and be willing to deliver superior customer service to both internal and external customers. Ability to attend training or work related training or seminars that may require out of town travel and irregular hours. Able to comprehend, read, write and communicate in English. Able to receive and convey telephone and oral messages to other personnel and be courteous to the public. Able to maintain confidentiality and refrain from discussion, disclosure or personal use of any information as required by statutory requirements and County policies. Able to abstain from offering opinions that may be construed as legal advice. Ability to sort, alphabetize, file and/or distribute written material. Ability to enter of record information quickly and maintaining concentration, speed and accuracy with frequent interruptions. Ensures compliance with applicable safety regulations and administrative policies.

Physical Demands:

Must be able to operate a variety of standard office equipment which includes a motor vehicle, computer, calculator, multi-line telephone, postage machine, fax machine and copier. Employee is frequently required to sit, speak and hear and use hands to finger, handle, or feel objects, tools, or controls. During work and training, the employee may be required to stoop, kneel, crouch, crawl, reach with hands and arms, climb and balance. May be required to lift up to 30 pounds manually, climb stairs and stand or sit for protracted periods of time. Vision requirements include the ability to read routine and complex documents and use a computer. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

Work Environment:

Work is mostly performed under typical office conditions; the noise level in the work environment is quiet in the office with some background noise, depending on the activity in the office. Work is subject to frequent fluctuations and includes customer interaction and can be stressful.

Applicant Declaration

I have read the above Position Specifications. I understand the demands and expectations of the position described and to the best of my knowledge, have no limitations that would prevent me from performing these duties as indicated.

Signature _____ Date _____

Approved by: RP/HR, AR/Clerk

