



# COLFAX COUNTY

## Job Posting

|                   |                                     |
|-------------------|-------------------------------------|
| <b>JOB TITLE</b>  | Full- Time Deputy Clerk – Permanent |
| <b>Pay Status</b> | FLSA Non-Exempt                     |
| <b>Reports to</b> | County Clerk                        |
| <b>Salary</b>     | \$10.35                             |
| <b>Date Close</b> | January 11, 2018 by 4:00 PM MST/MDT |

**POSITION SUMMARY:** Performs a variety of clerical functions in support of records, filings and bureau of elections, including assisting customers, record keeping, and collecting cash; to maintain official County records; to assist in the election process for the County and to perform related duties as assigned. Maintains confidentiality of all privileged information.

### **MINIMUM QUALIFICATIONS:**

- A high school diploma or GED.
- Combination of clerical training or progressively responsible experience in an office environment totaling three (3) years.
- Ability to communicate effectively in both oral and written in English.
- Knowledge of standard office procedures and practices.
- Ability to operate standard office machines including but limited to word, processor, computer and multi-line phone system.
- Ability to interact effectively and professionally with the public, supervisors and co-workers.
- Ability to work alone and set priorities.
- Must be able to pass drug screen and background check.

### **WORKING CONDITIONS:**

- All essential duties are performed indoors within a temperature controlled environment.
- Worker often works alone both with and without directions from supervisor
- Office setting with desk and cubical environment.
- Essential and marginal functions may require physical condition necessary for sitting or standing for prolonged periods of time.

### **SCREENING AND COMPLIANCE:**

The offer of this Colfax County Position requires compliance with the following:

- Employee must successfully complete employment drug screen and background check.
- Employee must comply with the personnel ordinance and guidelines of the County.
- Employee must possess a valid New Mexico driver's license by employment date and retain a valid license while employed in this position.

**PLEASE SUBMIT RESUME TO COLFAX COUNTY HUMAN RESOURCES DEPT. IF YOU ARE INTERESTED IN APPLYING FOR THE POSITION, DEADLINE IS JANUARY 11, 2018 BY 4:00 PM.**

**PO BOX 1498, RATON, NM 87740 OR EMAIL [mlkern@co.colfax.nm.us](mailto:mlkern@co.colfax.nm.us) OR VISIT OUR WEBSITE [www.co.colfax.nm.us](http://www.co.colfax.nm.us)**

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