



COLFAX COUNTY

Job Posting

JOB TITLE	Part -Time Deputy Clerk – Permanent
Pay Status	Non-Exempt
Reports to	County Clerk
Salary	Depends on experience
Date Close	March 13, 2017 by 12:00 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 MARCH 13, 2017 BY 12:00 PM.

PO BOX 1498, RATON, NM 87740 OR EMAIL mlkern@co.colfax.nm.us OR VISIT OUR WEBSITE www.co.colfax.nm.us

COLFAX COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER