
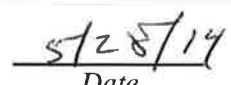
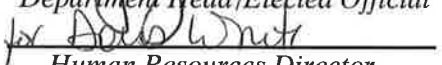
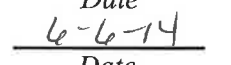


**DOÑA ANA COUNTY  
JOB DESCRIPTION**

<b>POSITION TITLE:</b> Records and Licensing Lead		<b>PAY GRADE:</b> B22	
<b>DEPARTMENT:</b> Clerk		<b>FLSA:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
<b>REPORTS TO:</b> Recording and Filing Supervisor		<b>LEAD:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>BARGAINING UNIT:</b> N/A		<b>SUPERVISOR:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>APPROVED:</b> 			
<i>Department Head/Elected Official</i>		Date	
			
<i>Human Resources Director</i>		Date	

**I. PURPOSE SUMMARY.** This position works with document technicians to implement all projects and duties related to the recording process and the business and marriage licensing processes. Several employees report to this person for specific tasks and guidance. The lead is responsible for sharing in the workload related to the recording of documents, license processing and in all other tasks and projects assigned by the Recording and Filing Supervisor. This position will also assume the duties of the Probate Clerk when he or she is absent and assist in the County Clerk's Administrative Assistant's duties in their absence.

**II. ESSENTIAL DUTIES.**

- Maintain and implement a recording and licensing staff calendar
- Coordinates mass mail out of annual business license renewals
- Manage the issuance and recording of licenses
- Manage recording and front counter work
- Manage and process the annual retention schedule and destruction of records
- Manage monthly billing
- Process billing and payment for e-recordings
- Keep inventory of all hardware in the Clerk's office
- Probate Clerk back up and link between Probate Judge and Clerk's office
- County Clerk's Administrative Assistant back up
- Newsletter
- Data entry of archived records
- Imaging of archived records
- Redact archived records

**III. ADDITIONAL DUTIES.**

- Provides telephone customer service
- Answers questions and provides assistance with various documents specific to the department
- Answers inquiries regarding departmental procedures
- Assists in research of recorded documents
- Processes all counter/customer service duties
- Prepares documentation and correspondence
- Cross-trains and assists other areas of the Clerk's Office
- Performs other related duties as assigned

#### **IV. QUALIFICATIONS.**

**A. Education.** High school diploma or equivalent.

**B. Experience.** One year experience in a recording and filing position; Two years of advanced or responsible customer service and cash handling work experience; Lead worker or supervisory experience preferred.

**C. Education/Experience substitution.** In accordance with County policy.

**D. Licenses/Certifications.** Driver's License; Obtain NM Notary Public

**F. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Must pass a pre-employment background and credit check; Bilingual (English/Spanish) skills preferred.

#### **1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:**

Must have knowledge of: Principles and methods of records maintenance; maintain electronic and paper records; analyze and process various types of recorded real estate and non-real estate documents; basic computer knowledge and knowledge of standardized word processing software and peripheral equipment to create, copy, edit, store, retrieve, and print a variety of standardized documents using predetermined formats; form letters and mailing lists. The work performed also includes the receipt or transmission of electronic mail, and updating of electronic calendars. Read, analyze, and apply state and local laws and regulations; case look up; telephone etiquette; establishing and maintaining effective and cooperative working relationships with others.

Must have Skills in: Cashiering and balancing, add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; skills in general office practices and procedures and use of office equipment; professional and tactful skills in determining appropriate action when handling sensitive and confidential matters and documents.

Must have ability to: Communicate orally and in writing; work independently; ability to write reports, business correspondence. Ability to effectively present information and respond to questions from groups or managers, clients, customers, and the general public.

#### **2. FREEDOM TO ACT.**

Assignments are made by defining objectives, priorities and deadlines. The position handles problems and deviations in accordance with instructions, policies, previous training or accepted practices. Work is reviewed for conformity to policy and requirements.

#### **3. GUIDELINES AND JUDGMENT.**

The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures and for application and in making minor deviations to adapt to specific cases. Where existing guidelines cannot be applied, or significant deviations from the guidelines are proposed, supervisory assistance is required.

#### **4. PHYSICAL DEMANDS.**

The work is sedentary, typically requiring the employee to sit comfortably to do the work. There may be some walking, standing, bending and carrying of light items or driving an automobile. The employee

must have the ability to frequently move or re-position up to fifteen (15) pounds of materials or objects. The employee may be required to occasionally bend, reach above his or her shoulders, squat, and push and pull. Specific vision abilities required by this job include close vision and the ability to adjust focus. Keyboarding and mousing are required during the majority of the entire shift.

**5. WORK ENVIRONMENT.**

The work area is adequately lighted, heated, and ventilated, and involves everyday risks or discomforts that require normal safety precautions and safe work practices. Occasionally come in contact with dust from old archived records. Work surface is carpeted, tiled and or a concrete floor.

**6. SUPERVISORY RESPONSIBILITY.**

The position may perform work of the same or comparable nature and difficulty as subordinates; or may assist a higher level supervisor with some supervisory duties such as coordinating and monitoring the flow of work, or training and assisting subordinates.

**V. EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: \_\_\_\_\_  
*Employee* *Date*