

State of New Mexico

Shelly K. Trujillo
County Clerk
575-894-2840

Candace Chavez
County Treasurer
575-894-3524

Mike Huston
County Assessor
575-894-2589

Thomas Pestak
Probate Judge
575-894-2840



855 Van Patten Street
Truth or Consequences, New Mexico 87901

Bruce Swingle, County Manager
575-894-6215 voice 575-894-9548 fax

County of Sierra

Jim Paxon
Chair
575-894-6215

Travis Day
Vice-Chair
575-894-6215

Hank Hopkins
Commissioner
575-894-6215

Glenn Hamilton
County Sheriff
575-894-9150

POSITION DESCRIPTION

Class Title: Clerk
Department: DWI Program
(A state funded grant, position
Contingent upon funding on an
Annual basis)

FLSA – Non-Exempt
Job Type – Part-time,
(19 hours per week/52 weeks per
year, no benefits).

GENERAL PURPOSE

Under general supervision of the DWI Program Coordinator, performs office duties for the Sierra County DWI Program.

ESSENTIAL DUTIES AND REPOSIBILITIES:

1. Working with people databases and Microsoft Office
2. Answer multi-line phone system and take messages
3. Meet clients
4. Making coping, sending faxes, filing
5. Collecting payments and receipting as per County and Program policies
6. Assist clients with paperwork when enrolling in educational/treatment classes or supervised probation without passing judgement
7. Assist with getting quotes and placing supply orders, per County procurement codes
8. Directing clients to community resources

The above information of this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job.

MINIMUM QUALIFICATIONS:

1. Education and Experience
 - a. High School diploma or GED equivalent
2. Knowledge, Skills and Abilities
 - a. Must be dependable and be on time to work
 - b. Ability to understand and follow directions
 - c. Good communication ability
 - d. Good phone and note taking skills
 - e. Experienced in Word and internet searches
 - f. Ability to file in alphabetical and chronological order
 - g. Knowledge of QuickBooks preferred
 - h. Ability to maintain confidentiality
 - i. A creative ability to design posters, flyers and forms
 - j. Maintain the Sierra County DWI Facebook page
3. Requirements/Certifications/License
 - a. Possess and maintain a valid driver's license with no DWI's within the past 5 years.
 - b. Must successfully pass pre-employment drug tests

EQUIPMENT, TOOLS AND MATERIALS

1. Equipment typically used: copier, personal computer, printer, fax, scanner

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to preform essential functions.

1. Ability to interact with people of all ages, and background including homelessness, and substance abuse issues.
2. The employee is frequently required to stoop, bend and reach while performing duties.
3. The employee is occasionally required to sit for long periods of time.
4. Duties will require mobility both indoors and some outdoors.
5. Duties will require occasional driving from office to County Administrative Offices, local stores, and businesses.
6. The employee is required to use hand to finger, handle, or operate objects or controls; reach with hands and arms and be able to hear and speak.

7. Employee must occasionally lift and/or move up to 20 pounds for short distances.
8. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORKING CONDITIONS

1. Most of the essential duties are performed indoors, in a temperature controlled environment, however, while working on special events employee may be required to be outdoors.
2. Travel to various location is required in the performance of duties.
3. May be exposed intermittently to loud voices.
4. Special events and activities may require occasional irregular working hours.
5. Interacts with clients, court personnel, law enforcement, and various other people within the community.
6. Employee will be exposed to a variety of health and hygiene conditions.