I. PURPOSE SUMMARY. Reporting to the County Clerk, coordinates and performs a wide variety of complex administrative functions for the office of the County Clerk and the Board of County Commissioners.

II. ESSENTIAL DUTIES.
1. Prepares minutes of all meetings of the Board of County Commissioners (BOCC), including regular, special, work sessions and joint meetings and establishes and maintains all permanent records of such.
   a. Obtains agenda and prepares minutes format
   b. Issues numbers for and tracks resolutions and ordinances
   c. Attends meetings and takes minutes
   d. May read resolutions and ordinances and torts and summons and, as necessary, may advice Board of status of motions
   e. Submits minutes to County Manager’s Office for BOCC approval and to IT for video minutes
   f. Provides all written documentation necessary to accompany IT’s recordings of meetings to place on El Sol
   g. Receives signatures from the BOCC and County Clerk on all documents approved by the BOCC, places appropriate seals, and assures minutes, resolutions, and ordinances are recorded as required
   h. Distributes copies of documents to appropriate parties
   i. Files originals in appropriate books including attaching exhibits, tabs, and indexes as necessary
   j. Stores documents in vault
   k. Trains employees in Kronos, Banner and Minutes

2. Issues liquor licenses including:
   a. Follows requirements and meets deadlines of the New Mexico Regulations and Licensing Department to issue all new and transferred liquor licenses in the county. Coordinates with the Planning Department to obtain documentation of conforming use and publishes notices and prepares BOCC agenda items
   b. Handles annual renewals of licenses including preparing notices, collecting and monitoring receipt of payments, issuing license to vendor after signatures of County Clerk and BOCC chair, and following-up or canceling as necessary
   c. Files and maintains all appropriate records for all liquor licenses

3. Calculates and prepares time entry for bi-weekly payroll for Recording and Filing, Bureau of Elections (to include poll workers, early voting and voting machine techs at elections times) and
Probate Judge. Prepares Human Resources action request forms and maintains departmental files on employees.

   a. Inputs budget data into Banner
   b. prepares internal budget revision (IBR’s)

5. Obtains price quotes, prepares requisitions, orders supplies, furniture and equipment, receives purchases and processes requests for payments.

6. Prepares per diems and registrations and internal budget revisions.

III. ADDITIONAL DUTIES.

1. Receives tort claims and summons, etc., notifies the BOCC and the Risk Management and Legal Departments, and maintains all files for claims.
2. Receives minutes, resolutions and ordinances from the Solid Waste Authority and Animal Services Center of the Mesilla Valley, obtains signatures of County Clerk and BOCC, and records the documents.
3. Records the minutes of the periodic joint meetings held by the BOCC and the Las Cruces City Council.
4. Locates and provides internal departments and external agencies with copies of minutes, resolutions, and ordinances.
5. Prepares correspondence and maintains correspondence files.

IV. QUALIFICATIONS.

Education. High school diploma or equivalent.

Experience. Five (5) years of increasingly responsible administrative, accounting, or support services experience. Experience with governmental organization dealing with Boards, ordinances, permanent records, or related areas preferred. Bilingual (English/Spanish) preferred to comprehend Spanish speakers at BOCC meetings and deal with occasional callers.

Education/Experience substitution. In accordance with county policy.

Licenses/Certifications. N/A

Other (e.g., post-offer medical exam, polygraph, background check, driver’s license record, etc.) Background Check

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION.
Office procedures and practices, word processing, administrative techniques and organizational skills, filing and record keeping systems, principles and procedures of budget preparation, control financial record keeping and reporting, business English, spelling, grammar, punctuation and basic arithmetic, technical writing skills and ability to establish and maintain effective and cooperative working relationships with others, organizational skills at high level, detail oriented, prioritize to meet multiple deadlines, maintain confidentiality. Preferred knowledge of Banner and Kronos.
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.** Work is sedentary, typically requiring the employee to sit comfortably to do the work. There may be some walking, standing, bending, or carrying of light items.

5. **WORK ENVIRONMENT.** Functions within an office environment with no notable environmental factors.

6. **SUPERVISORY RESPONSIBILITY.** Trains others as a back-up to perform time entry and prepare minutes. In the absence of supervisory staff, acts as the office lead.

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