

Rio Grande County Clerk & Recorder is seeking a Clerk

General Summary of Duties:

Coordinates and performs a variety of clerical duties—assists the public, records documents and motor vehicle registrations, and administers election processes.

Essential Duties and Responsibilities:

- Assisting the public in person and over the phone.
- Receiving documents and fees by mail or over the counter, in addition to date and time stamping received documents.
- Entering data via computer.
- Maintaining the ledger, balancing the previous day's receipts and verifying the daily cash-sheet totals with the computer printouts and cash register totals.
- Assisting with voter registration and election preparation.

Qualifications:

To perform this job successfully, a qualified individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability which the position requires. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma or general education degree (GED) is required. Three to six months related experience and/or training preferred; or equivalent combination of education and experience. Must possess a reasonable amount of computer knowledge and associated skills.

Minimum Salary:

\$9.61 - \$10.00/hr. (DOE) with full County benefits.

Application Deadline:

September 12, 2013, 3:00 P.M.

Clerical Testing:

Clerical testing will take place Monday, September 20, 2013 at 9:30 AM at the Rio Grande County Annex Building – 965 6th Street, Del Norte

Please pick up and submit applications and resumes to:

Human Resources

Kristy Dennis

925 6th Street, Room 200

Del Norte, CO 81132

(719) 657-4217