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Clerical Specialist Senior

JOB CODE	JOB FAMILY	PROFILE
JCV104	**Business Services & Support**	**Clerical Specialist Senior**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$15.55 - $20.01**	**August 28, 2026**

The Clerical Specialist Senior, under general supervision of the designated supervisor, performs a variety of moderately complex clerical functions directly related to the department in which the position is located.

Job Description

DUTIES AND RESPONSIBILITIES

- Assists the public in activities relevant to the department such as completing and filing applications, registering to vote, collecting of fees, etc.
- Provides information to the public and other County departments when information requested is specifically provided and known, such as from published records, specific directories and procedures and calendar of events.
- Reviews forms, folders, and/or automated file printouts of information for completeness and accuracy according to standards established for the particular work unit.
- Enters, retrieves, and researches material from manual and/or automated files.
- Responsible for file maintenance.
- Answers telephone, transfer calls, and take messages.
- Opens and distributes mail; prepares outgoing mail.
- Makes copies and assembles materials for distribution as necessary.

- Types file labels, forms, and other materials requiring basic typing and word processing skills.
- Assists in training less experienced clerical staff.
- Performs minor bookkeeping, timekeeping, and personnel related functions.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High school diploma or GED.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- All essential duties are performed indoors.
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tile. Working surface is typically dry.
- Workers often works along with general direction from supervisors.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer terminal, computer printer, computer keyboard, typewriter, photocopy machine, fax machine and calculator.
- Materials and products handled include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.

NOTE

- You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MENTAL FUNCTIONS

- Must be able to apply knowledge of typing and general clerical work.
- Must be able to maintain high level of concentration while performing repetitious work.
- Must be able to type correspondence and reports with proper format, punctuation, spelling and grammar.

PHYSICAL FUNCTIONS

- Work is primarily sedentary, with opportunities to stand/walk as needed typically being available throughout the workday.
- Must be able to sit for long periods as necessary to perform essential functions.
- Must be able to bend at the waist and twist/rotate occasionally.
- Must be able to work with arms bent or extended away from body or overhead and be able to push/pull with arms as needed.
- Must be able to crouch and kneel occasionally.
- Must be able to use hands and fingers in order to grasp/manipulate various equipment and materials needed to perform essential duties.
- Must be able to coordinate use of hands and eyes in operation of equipment such as telephone, typewriter and computer.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.