Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

County Clerk

JOB CODE	JOB FAMILY	PROFILE
JCCC01	**Executive Management**	**County Clerk**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$155,750.00 - $233,633.00**	**November 5, 2026**

The County Clerk is an elected official who provides efficient, courteous, and professional customer service by ensuring all records are accurate and easily accessible to the public. The office acts to maintain the integrity of the electoral process by ensuring complete voter access, increasing voter registration and turnout, and adhering to all federal, state, and local laws.

Job Description

DUTIES AND RESPONSIBILITIES

- Receives all nominations and petitions for elections, a major duty of the elected County Clerk.
- Prepares ballots, procures and maintains voting machines, recruits and trains poll workers, and oversees the conduct of all elections.
- Performs duties as outlined in the New Mexico Constitution and state law, including responsibilities as recorder of the county, clerk of the Probate Court (informal proceedings only), and chief election officer.
- Administers miscellaneous legal functions including acting as a notary public, administering oaths, and certifying acknowledgements, declarations, instruments, and protests.
- Keeps records, resolutions, and ordinances adopted by the Board of County Commissioners.
- Serves as secretary to the Board of County Commissioners and records all proceedings, including resolutions and decisions related to financial matters.
- Records the vote of each commissioner on any question submitted to the board.

- Signs all board-issued payment orders and records related actions, including receipts from the county treasurer that reflect income and expenditures.
- Participates in professional organizations such as the International Institute of Municipal Clerks or the National Association of County Recorders, Election Officials, and Clerks, following ethical standards and performance guidelines.
- ***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.***

SUPPLEMENTAL INFOMATION

MINIMUM QUALIFICATIONS

- Bachelor's degree in Business, Public Administration, Government, Political Science, or related field.
- Five (5) years of experience in a professional administrative/management capacity.

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

- Essential duties are primarily performed indoors in a temperature-controlled environment that involves some field and countywide travel.
- Business travel within the County and within the State is required.
- Works extended business hours beyond the normal workday to attend meetings of the County Commission, Boards and Commissions, other public meetings, and to tend to the business of the County.
- Is available to respond to emergencies at all times as may be required by the County Commission

- Primary work surface is an even, dry, carpeted, or tiled floor.
- Works alone primarily but works with a group or select team at times.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Various forms of paperwork and office supplies are handled in performance of essential job duties.