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Deputy Clerk

JOB CODE	JOB FAMILY	PROFILE
JCCC02	**Executive Management**	**Deputy Clerk**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$155,750.00 - $233,633.00**	**April 10, 2026**

The Deputy Clerk reports to the County Clerk and directs, manages, supervises, and coordinates the programs and activities of the County Clerk's Office. Responsibilities typically include reviewing and evaluating processes and procedures to ensure efficiency; developing and monitoring the Clerk's Office budget; coordinating activities with other departments and agencies; and supervising and evaluating the work of clerical and administrative support staff. These responsibilities require a thorough knowledge of laws and requirements for court and clerk functions within the state, as well as the ability to manage and motivate staff.

Job Description

DUTIES AND RESPONSIBILITIES

- Coordinates the organization, staffing, and operational activities of the County Clerk's Office, including court room clerk coverage, civil and criminal case filing, records management, and accounting.
- Collaborates with the Clerk in the development and implementation of goals, objectives, policies and work plans; establish schedules and methods for providing services; implement policies and procedures.
- Assesses effectiveness of service delivery methods, identify opportunities for improving service and implement improvements.
- Selects, trains, motivates and evaluates office staff; provides or ensures provision of staff training; works with employees to enhance and guide performance; initiates and implements disciplinary action.
- Coordinates programs with those of other divisions and outside agencies and organizations; provides staff assistance to the Clerk; prepares and presents staff reports and other necessary correspondence.

- Manages and participates in the development and administration of the County Clerk's annual budget; forecasts the need for additional funds for staffing, equipment, materials, and supplies; monitors and approves expenditures; and implement adjustments as necessary.
- Maintains daily attendance records; processes time sheets including hours worked, sick leave, and vacation; submits time sheets to accounting staff; prepares and implements all promotional step increases.
- ***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

- 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

- Work is done primarily indoors on a flat, hard surface under climate-controlled conditions.
- Subject to outdoor weather conditions during troubleshooting on election day or other occasions when required to correct voting machine problems.
- Work is done primarily alone with minimum supervision.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of duties includes photocopy machines, facsimile machines, computers, telephones, and calculator.

- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.
- County vehicles are used on an as needed basis.