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

Records Supervisor

JOB CODE	JOB FAMILY	PROFILE
JCM122	**Business Services & Support**	**Records Supervisor**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**October 5, 2026**

The Records Supervisor oversees and coordinates the preparation, organization, and maintenance of official records and correspondence within the assigned department. Responsibilities may include managing documentation such as case or docket notes, fingerprint classifications, evidence related to criminal and civil cases, real estate records, agendas, policies, procedures, and fiscal materials. This position ensures records are filed, indexed, stored, and retrieved accurately in compliance with federal, state, and local laws, regulations, and county standards. The Records Supervisor is also responsible for supervising staff, including hiring, training, performance evaluations, coaching, discipline, and termination recommendations.

Job Description

DUTIES AND RESPONSIBILITIES

- Supervises and coordinates the activities of staff responsible for maintaining central records and files.
- Interviews, hires, trains, and evaluates employees; makes recommendations regarding personnel actions.
- Oversees and assists staff in filing, storing, indexing, and retrieving documents in accordance with departmental procedures.
- Ensures compliance with applicable federal, state, and local laws, as well as county policies and procedures regarding document handling.
- Develops and/or assist in maintaining standardized recordkeeping procedures.
- Ensures all correspondence and documents are scanned, indexed, and filed accurately.

- May oversee the receipt and documentation of funds and monetary transactions.
- Assigns tasks and reviews work for accuracy, completeness, and compliance with established procedures.
- Recommends improvements to work processes, policy updates, and scheduling adjustments to enhance workflow.
- Oversees responses to public inquiries regarding the filing, recording, indexing, and retrieval of records.
- Depending on assignment, may prepare financial and operational reports detailing daily, weekly, monthly, and annual activity.
- Researches and resolves record-related issues in coordination with other departments, officials, and the public.
- ***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.***

CLERK

- Supervises, directs, and assists employees in all aspects of recording, filing, indexing, and retrieving real estate documents, legal documents, and other recorded instruments.
- Interviews, hires, trains, and evaluates employees; makes recommendations regarding personnel actions.
- Develops and maintains recordkeeping procedures in compliance with applicable laws, regulations, policies, and standards.
- Oversees the receipt of funds and the recording of monetary transactions.
- Assigns duties and reviews work for adherence to established policies and procedures.
- Recommends improvements to work processes, policies, procedures, and schedules to ensure efficient workflow.
- Oversees responses to public inquiries related to the filing, recording, indexing, and retrieval of real estate and legal documents.
- Prepares financial and budget reports, as well as composite reports on daily, weekly, monthly, and annual activity.
- Researches and resolves transaction-related issues, including those involving other county departments, elected officials, or members of the public.
- Performs other duties as needed to support the efficient operation of the document recording, filing, indexing, and retrieval processes.
- ***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.
- Six (6) years of related work experience in office administration or records management.

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 performed entirely indoors in a temperature-controlled environment.
- Work is performed on even, dry surfaces which may be carpeted or tiled.
- Employee may work independently, one-on-one, or in small groups, with or without direct supervision from a Deputy Clerk or designee.

EQUIPMENT, TOOLS, AND MATERIALS

- Typical office equipment used includes telephone, computer, printer, keyboard, typewriter, photocopier, fax machine, and calculator.
- Materials handled include paper files, forms, reports, currency, and standard office supplies.
- Depending on assignment, employee may operate a county vehicle.