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Records Technician I

JOB CODE	JOB FAMILY	PROFILE
JCV122	**Business Services & Support**	**Records Technician I**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$15.55 - $20.01**	**April 10, 2026**

The Records Technician I, under direct supervision of the section supervisor or designee, performs moderately complex detailed clerical/technical duties which include but are not limited to: accepted records processing methods and computer-assisted equipment, effective and efficient interactions with public and staff, detailed research, effective decision-making, accurate and timely execution of cash handling transactions, documents and forms in accordance with New Mexico State statutes.

Job Description

DUTIES AND RESPONSIBILITIES

- Provides entry-level clerical and technical coverage and customer service support in the areas of: Customer Service, Data Entry, Maps, Filing, and Recording.
- Performs entry-level cash handling transactions, documents and forms in an accurate, timely, and efficient manner in accordance with New Mexico State statutes, policies, procedures, and strict departmental standards.
- Responds to inquiries in person, in writing, and over the telephone in a courteous manner. Drafts routine correspondence using approved templates on behalf of the Clerk's Office in formal business letters and electronic mail formats.
- Picks-up, processes, and distributes large volumes of inter-office and incoming mail.
- Performs other duties as assigned.
- *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.
- Worker may work alone both with and without directions from supervisor or with a team of individuals.

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 calculator, microfilm equipment and postal equipment.
- 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.

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 type correspondence and reports with proper format, punctuation, spelling and grammar.
- Must be able to use reason and judgement in performing duties and responsibilities.
- Must be able to organize and prioritize numerous tasks.

PHYSICAL FUNCTIONS

- Work is primarily sedentary, with opportunities to stand/walk as needed typically being available throughout the workday.
- 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 duties and responsibilities.
- Must be able to coordinate use of hands and eyes in operation of equipment such as telephone 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.