Human Resources
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Records Technician II

JOB CODE	JOB FAMILY	PROFILE
JCV224	**Business Services & Support**	**Records Technician II**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$17.41 - $22.40**	**October 5, 2026**

The Records Technician II, under the supervision of the assigned supervisor or designee, assists with peer mentorship of the Records Technician I staff. Performs moderate to highly complex detailed clerical/technical duties which include but are not limited to: following accepted records processing methods, 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 Statutes.

Job Description

DUTIES AND RESPONSIBILITIES

- Performs moderately complex detailed clerical and technical coverage and customer service support in the areas of: Customer Service, Data Entry, Maps and Filing and Recording.
- Assists with daily receipt, research, process, and/or filing of various 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 and exemplary manner. Drafts routine correspondence on behalf of the Clerk’s Office on formal business letters and electronic mail formats.
- Assists in audits and verification of work in process.
- 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.
- One (1) year of office/clerical experience.

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

KNOWLEDGE, SKILLS AND ABILITIES (KSA'S)

- Must be able to carry out work assignments in an ethical manner while using effective judgement.
- Ability to work in an office environment where work processes are governed by statutes and strict administrative guidelines.
- Ability to communicate effectively in both oral and written English.
- Ability to interact effectively and efficiently with the public, co-workers and other County employees.
- Skilled in computer use for work processing, data entry and retrieval.
- Ability to draft routine business correspondence.

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 often works alone either with or without directions from supervisors. Train and lead lower-level staff in the performance of their duties.

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.

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.