



SAN JUAN COUNTY
invites applications for the position of:

Deputy Clerk & Recorder

An Equal Opportunity Employer

SALARY: \$16.00-\$20.00 Hourly (DOE)

OPENING DATE: 01/13/2023

CLOSING DATE: February 2, 2023

JOB SUMMARY:

Serves as a lead staff member and performs clerical and administrative functions related to the operations of the County Clerk's office: Which include assisting the public in a tactful and courteous manner in all business related to vehicle titles and registration, recording, and elections. Will occasionally support other county offices. Expected to use discretion, initiative and independent judgment within established guidelines. Commit to long hours of work when necessary to complete required tasks and possible overnight travel for trainings within the State of Colorado. This is a full-time (35 hour) position with extensive benefits.

ESSENTIAL JOB FUNCTIONS:

Duties of the Clerk's Office include assisting public, elections, preparing and submitting reports to the State of Colorado, Motor Vehicles Department transactions, document recordings, marriage licenses and other tasks as assigned. Acquire and maintain elections certification. Also, responsible for managing website design and regular maintenance.

Duties of the Treasurer's Office may include answering phone calls, taking payments and other tasks as assigned.

Duties of the Assessor's Office may include collecting and verifying sales information via phone and in-person property visits; researching market characteristics and sales trends; applying regression analysis and develop mathematical models to predict property values; responding to property owner inquiries, complaints, and appeals and other tasks as assigned.

MINIMUM QUALIFICATION:

Applicant must be at least 18 years of age, have a high school diploma or general education degree (GED), a valid Colorado Driver's License, and be able to pass a Colorado Bureau of Investigation Background Check.

Applicant must possess strong computer skills, mathematical and reasoning skills, clear and effective oral and written communication, experience working with spreadsheets, ability to provide

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good customer service, and ability to work independently with minimal instructions. Ability to perform accurate, highly detailed work while customers are waiting. Must effectively establish working relationships with those who have differing points of view.

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to sit, stand, climb stairs, reach with hands and arms above their shoulders. The employee must occasionally lift and/or move objects weighing 20-40 lbs.

BENEFITS:

Paid time off, paid holidays, paid sick days, retirement plan, health, dental, vision, and life insurance.

Applications may be picked up at the San Juan County Clerk and Recorder's Office at 1557 Greene St. Silverton, Colorado or may be downloaded at <https://sanjuancounty.colorado.gov/jobs>

Applications may be submitted to the Clerk's Office either in person at 1557 Greene St., by mail to San Juan County Clerk and Recorder, PO Box 466, Silverton CO 81433, or by email to clerk@sanjuancolorado.us

Please include a copy of your resume and a cover letter with your completed application.

San Juan County will provide reasonable accommodation to all applicants who require assistance completing the online application process. If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process, or are limited in the ability or unable to access or use this online application process, and need an alternative method for applying, please email <mailto:clerk@sanjuancolorado.us> for assistance or call 970-387-5671.

San Juan County is an equal opportunity employer and political affiliation, age, color, disability, gender identity, genetic information, military or veteran status, national origin, race, religion, sex, sexual orientation, or any other applicable status protected by federal, state or local law, are not taken into account in any employment decision. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.