



IN-HOUSE JOB ANNOUNCEMENT

Deputy Clerk

September 10, 2020

Mora County is now accepting applications and statements of qualifications for the non-exempt, full time position of:

Deputy Clerk Mora County Clerk's Office

MINIMUM QUALIFICATIONS AND EXPERIENCE

1. High School Diploma or GED;
2. Valid NM driver's license;
3. Higher level computer skills;
4. Telephone and Customer Service Skills;
5. Time management skills and ability to meet deadlines;
6. Strong organizational skills and ability to multi-task;
7. Verbal and written communication skills;

Any interested party wishing to present their qualifications for this position must submit a complete application packet, which includes a County Employment Application and signed job specification. Starting salary \$14.00-\$14.64/hr. Interested individuals should pick up an application and job description at the Mora County Finance office. Applications are due by 5:00 p.m. on Thursday, September 17, 2020, in the County Finance Office.

Mora County is an equal opportunity employer.