

Rio Grande County Clerk & Recorder is seeking a **Clerk.**

General Summary of Duties:

Coordinates and performs a variety of clerical duties to assist the public in recording documents, and/or motor vehicle registrations, and/or elections.

Essential Duties and Responsibilities:

Assists the public at counter and over the phone. Receives documents and fees received by office in the mail, or over the counter, dates and time stamps. Enters data via computer. Maintains ledger, balances previous day's receipts and check daily cash sheet totals with the computer printouts and cash register totals. Assists with voter registration and election preparation.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma or general education degree (GED); or three to six months related experience and/or training; or equivalent combination of education and experience. Must possess good computer knowledge and skills.

Minimum Salary:

\$9.24 - \$9.61 /hr. Depending on Experience

Application Deadline:

May 16th, 2008, 4:00 P.M.

Please click [here](#) for an application and submit applications and resumes to:

**Human Resources
925 6th Street, Room 200
Del Norte, CO 81132
(719) 657-2744**