



## Human Resource Division

Eileen J. Sedillo  
Human Resource Director

María L. Martínez  
Chairman - District 4

Harold M. García  
Vice-Chair - District 1

Janice C. Varela  
Commissioner - District 2

Max O. Trujillo  
Commissioner - District 3

Chris A. Najár  
Commissioner - District 5

Vidal Martínez, Ed. D.  
County Manager

### SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for a Chief Data Clerk position with the San Miguel County Assessor's Division. Responsible for implementation and support of the Tyler Technology System for all departments within the San Miguel County Assessor's Department. Responsible to make sure all changes have change orders, maintain a filing system for all changes, responsible for all types of reports that are mandated by the State of New Mexico, need to comply with state requirements to produce tax roll and notice of valuation, be able to communicate and work with software providers, implement and support Tyler System.

#### RANGE I:

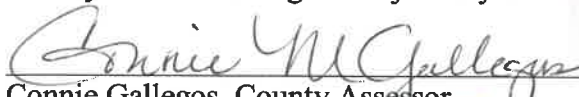
#### SALARY RANGE:

\$25,000.00 - \$32,000.00



#### DEADLINE:

Deadline for applications with attached resume is Friday, March 22, 2019 at 3:00 p.m. Applications and a detailed job descriptions may be picked up from the San Miguel County Human Resource Office located at the San Miguel County Administration Complex, 500 West National, Suite 202. You may also obtain an application and a job description by logging on to San Miguel County's Web Site at [www.co.sanmiguel.nm.us](http://www.co.sanmiguel.nm.us). San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.

  
Connie Gallegos, County Assessor 3-8-19  
Date

  
Vidal Martínez, Ed. D., County Manager 3/7/19  
Date

  
Eileen Sedillo, Human Resource Supervisor 3.7.19  
Date

Published: March 13, 2019

**SAN MIGUEL COUNTY**  
**ASSESSOR'S OFFICE**  
**CHIEF DATA CLERK**  
**JOB DESCRIPTION**

**Range I**

**SALARY:** \$25,000-32,000  
**STATUS:** Classified Position  
**FLSA:** Non-Exempt

**DEFINITION:**

Data entry of all changes required, supervise data department. Responsible for implementation and support of the Tyler Technology System for all departments within the San Miguel County Assessor's Office.

**SUPERVISION:**

Work is under the supervision of the County Assessor or deputies, guidelines include Federal and State laws, rules and regulations, County and Assessor's Office policies.

**RESPONSIBILITIES AND DESCRIPTION OF WORK PERFORMED:**

Responsible for entering all changes that have been approved by their immediate supervisor, making sure all changes have change orders, maintain a filing system for all changes, responsible for different types of reports that are mandated by the State of New Mexico, need to comply with State requirements to produce tax roll and notice of valuation, be able to communicate and work with software providers, implement and support Tyler System, make sure all computers and equipment are shut down at the end of the day, keep computer area free of all beverages and food. The most important responsibilities will be to make sure all data entered into the computer system is accurate and correct, and any other duties assigned by either the County Assessor or his/her deputies.

**EDUCATION/EXPERIENCE REQUIREMENTS:**

High School diploma or equivalent. Data entry experience required with 2 to 4 years with the San Miguel County's software system. Will be required to take classes to keep up to date with the skills needed for this position.


**SPECIAL SKILLS OR REQUIREMENTS:**

Computer knowledge, good telephone skills, able to work with the taxpayer in a professional and courteous manner, able to operate all office computers and equipment and be familiar with Assessor's office operations.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:**

Work is performed primarily in an office setting.  
Mobility Factors: Sitting 70%, Standing 15%, Walking 15%.

**Job description approved by the San Miguel County Board of County Commissioners:**

  
\_\_\_\_\_  
**San Miguel County Manager**

8/8/17  
**Date**

*Patricia D. Mallego*  
\_\_\_\_\_  
**San Miguel County Assessor**

8-10-17  
**Date**

  
\_\_\_\_\_  
**San Miguel County Human Resource Supervisor**

8-8-17  
**Date**

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**