



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### COURT, MUNICIPAL, AND LICENSE CLERKS

| <b>Class Title</b>                            | <b>Class Code</b> | <b>Pay Band</b> | <b>Alt Pay Band*</b> |
|---|-------------------|-----------------|----------------------|
| <b>Court, Municipal, and License Clerks-B</b> | <b>R4031B</b>     | <b>35</b>       |                      |
| <b>Court, Municipal, and License Clerks-O</b> | <b>R4031O</b>     | <b>40</b>       |                      |
| <b>Court, Municipal, and License Clerks-A</b> | <b>R4031A</b>     | <b>45</b>       |                      |

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### Occupation Description

Perform clerical duties in courts of law, municipalities, and governmental licensing agencies and bureaus. May prepare docket of cases to be called; secure information for judges and court; prepare draft agendas or bylaws for town or city council; answer official correspondence; keep fiscal records and accounts; issue licenses or permits; record data, administer tests, or collect fees.

#### Nature of Work

Court, municipal, and license clerks perform a variety of State and local government administrative tasks. Court clerks prepare dockets of cases to be called, secure information for judges, and contact witnesses, lawyers, and attorneys to obtain information for the court. Municipal clerks draft agendas for town or city councils, record minutes of council meetings, answer official correspondence, keep fiscal records and accounts, and prepare reports on civic needs. License clerks keep records and help the public obtain motor vehicle ownership titles, operator permits, and a variety of other permits and licenses.

#### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

#### Basic

- Employees in this Role assist in the preparation of clerical and fiscal documents for courts, municipalities, or licensing establishments.
- Employees perform standardized customer service duties as needed.

#### Recommended Education and Experience for Full Performance\*

High School diploma or Equivalent and one (1) year of general office, clerical, administrative or customer service experience.

#### Minimum Qualifications

High School Diploma or Equivalent.

## COURT, MUNICIPAL, AND LICENSE CLERKS

### Operational

- Employees in this Role perform clerical duties for courts, prepare docket of cases, contact litigants, attorneys, and witnesses if necessary.
- Employees draft agenda, by-laws, and minutes for municipal councils; process reports; perform clerical duties; maintain fiscal records; issue licenses, registrations or permits to qualified applicants; verify and record data; advise applicants on requirements; collect fees; and may conduct oral, written, visual, or performance testing.

### Recommended Education and Experience for Full Performance

High School diploma or Equivalent and one and a half (1.5) years of general office, clerical, administrative or customer service experience.

### Minimum Qualifications

High School diploma or Equivalent and three (3) months of general office, clerical, administrative or customer service experience.

### Advanced

- Employees in this Role complete complex clerical and fiscal data entry, research, customer service, and testing duties for courts, municipalities or licensing establishments.
- Employees develop, implement, or oversee procedural changes of a large scale to improve operations.

### Recommended Education and Experience for Full Performance

High school diploma or Equivalent and two (2) years of general office, clerical, administrative or customer service experience.

### Minimum Qualifications

High School diploma or Equivalent and six (6) months of general office, clerical, administrative or customer service experience.

### Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

### Knowledge

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Clerical** — Knowledge of administrative and clerical procedures and systems such as; word processing, data entry, managing & maintaining files and records, stenography and transcription, designing forms, and other office procedures and terminology.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Law and Government** — Knowledge of Federal & State laws, legal codes, statutes, court procedures, precedents, government regulations, executive orders, agency rules & policies, and the democratic political process.

## COURT, MUNICIPAL, AND LICENSE CLERKS

**Mathematics** — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

**Public Safety and Security** — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

### Skills

**Speaking** — Talking to others to convey information effectively.

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

**Service Orientation** — Actively looking for ways to help people.

**Statutory Requirements:** Per NMSA 9-11-10.1; Background Investigations. “An employee of the Department who has access to or who is assigned to perform work associated with driver’s licenses shall submit to a background investigation as required by the Secretary. An applicant seeking employment with the Department who may have access to or who may be assigned to perform work associated with driver’s licenses shall submit to a background investigation. “ The background investigation requires fingerprints and both Federal & State criminal checks.

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency’s utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency’s utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001

**Revised:** 09/20/2011; 9/24/2018 (min quals)

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*