



DEPUTY CLERK

Position Description

Department:	Administration	Reports to:	Town Clerk
Probationary Period:	One year (1)	Supervision:	N/A
Pay Status:	Hourly	Classification:	Classified
Hours/Week:	40 hrs	Effective Date:	April 8, 2026
Position Type:	Full Time	Revised Date:	Original

PERFORMANCE EXPECTATIONS

Performs mid-to-high level administrative, technical and professional work, and assists the Town Clerk/Administrator/Treasurer in every aspect of his/her job.

POSITION PURPOSE

The Deputy Municipal Clerk supports the Municipal Clerk in ensuring the efficient, transparent and lawful operation of the Town of Estancia. This role is responsible for acting as a trusted steward of public records and processes. The Deputy Clerk helps uphold the integrity of local governance, foster community trust, and ensure compliance with all applicable laws, regulations, and policies.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Must be able to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with co-workers and subordinates, local/county and state officials.
- Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, public works and community development.
- Skill in assisting in the preparation and administration of municipal budgets and payroll. Ability to prepare and analyze comprehensive reports, ability to carry out assigned projects to their completion.
- Assists in managing financial records and ensuring compliance with the financial policies and procedures.
- Maintaining public records, preparing town documents, and supporting and participating in special committees.
- Assists with Town of Estancia business permits, business registrations and renewals.
- Assists with preparing and maintaining accurate meeting minutes, agenda and notices.
- Conduct research and analysis projects as needed, providing data for town making decisions.
- Must be willing to participate in the Municipal Clerk Certification Program.



- Assist with workers compensation and retirement programs for all departments; along with all monthly, quarterly and annual state and federal reports.
- The Deputy Clerk will be required to attend all Town meetings that the Clerk/Administrator/Treasurer is typically required to attend, in the absence of the Clerk/Administrator/Treasurer.
- Other duties as assigned

MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- 4-6 years direct work experience in Public Government or similar discipline; 2 years with public procurement; grants administration; Notary Public; Finance reconciliations; 2-3 years of strong working knowledge with Caselle Accounting Software
- Education:
- High School Diploma or GED; Certified Procurement Officer;
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Perform complex mathematical equations.
 - Knowledge of cash register use, cash and credit transactions and strong accounting principles
 - Extremely detail oriented along with solid time management
 - Ability to obtain and maintain Notary Commission
 - Solid knowledge of real estate ordinances
 - Must be able to work odd hours or overtime on occasion
 - Must be able to travel, sometimes overnight
 - Possess a high level of customer service at all times

PREFERRED QUALIFICATIONS

- Certified Procurement Officer
- Working knowledge of legal terminology and grant administration

The Town of Estancia is an Equal Opportunity Employer

All offers are contingent on the successful completion of a background review and drug screen