



VILLAGE OF CIMARRON

PO Box 654 ♦ 356B East 9th Street ♦ Cimarron, NM 87714-0654
(575) 376-2232 ♦ Fax (575) 376-2810 ♦ www.villageofcimarron.net

FULLTIME UTILITY/COURT CLERK

This position offers: PERA RETIREMENT, HEALTH INSURANCE 80/20 PAID, LIFE INSURANCE IF AVAILABLE, HOLIDAY PAY, TWO PERSONAL DAYS A YEAR, COMPETITIVE WAGES, ANNUAL LEAVE AND SICK LEAVE, STARTING PAY IS \$13.00 AN HOUR!!
COME JOIN OUR TEAM AT THE VILLAGE OF CIMARRON!!

CLASSIFICATION: Employee shall work 40 hours per week. Monday through Friday may be required to work after 5:00 P. M. Employee is paid for hours worked. This is not a salaried position. Immediate supervisor is the Village Administrator.

This position will have a six-month probationary period. Upon the end of the six-month probationary period, the employee's wages and probationary period will be reviewed. The position will be considered for a raise on several factors: performance evaluation, merit, cost of living, availability of budget and other lawful factors.

DUTIES:

Utility Clerk Essential Functions: Duties include, but are not limited, to:

- Assists with maintenance of utility records for all Village utilities including sewer, solid waste, and water utilities, processes billings.
- Receives utility payments and other revenue payments; posts in Caselle Cash Receipting program to General Ledger.
- Performs utility account collection activities with authority to process adjustments in balances owed and negotiate adjustments with Clerk-Administrator approval.
- Processes Cemetery open and close requests for service forms.
- Prepares monthly meter reader books and assists meter readers in obtaining accurate information.
- Provides reception services at Village Hall by answering telephone, fax machine, public works cell phones and personal inquiries.
- Produces letters, memoranda, reports, tabulations and other materials as requested.
- Sorts and files correspondence, checks, vouchers, and other materials, numerically, alphabetically, or by other prescribed methods.
- Assists in the maintenance of records and files.
- Participates on the Cemetery Board
- Maintenance of Cemetery records and files.

Court Clerk Duties:

- Using Caselle to docket and file all Municipal Court cases.
- Scheduling, tracking, preparing and being present at all court hearings involving Municipal Court cases.

Magnificent Cimarron – Where the Rockies meet the Plains.



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- Entering and posting all traffic citations and criminal complaints.

- Posting receipts for traffic citations and criminal complaints.
- Attending all required school and training.
- Sending out delinquent notices for unpaid fines and preparing suspensions of driver's licenses.
- Prepare monthly Court Report to the Village and distributes funds to appropriate agencies and institutions.

Assist the public with any administrative questions or issues regarding court procedure.
Handle correspondence with the public, governmental agencies, and attorneys.

Applications may be picked up at the Village Hall, Monday through Friday from 8:00am – 5:00pm.
Resumes and letters of interest must accompany application. Applications will be accepted until July 1, 2021, at 3:00 pm.

The Village is an equal opportunity employer and complies with the American Disability Act requirements.

I hereby certify that the above notice was posted on June 10, 2021, at the following locations:

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|-------------------------|-------------------------------|---------------------------|
| 1. Village Hall | 2. Russell's One Stop | 3. US Post Office |
| 4. International Bank | 5. Cree Mee | 6. Cimarron Senior Center |
| 7. Russell's Laundromat | 8. Cimarron Healthcare Clinic | 9. Cimarron Library |

Shawn Jeffrey/Village Administrator