

City of Anthony

New Mexico



The City of Anthony, NM is accepting applications for the following position:

CITY CLERK ASSISTANT

Department: City Clerk

Reports to: City Clerk

FLSA: Classified Hourly

Part Time, Permanent

Hourly position, \$15.50 hr

MINIMUM QUALIFICATIONS:

Associate degree from an accredited college in Government, Business, Writing, Journalism or related field preferred, plus two (2) years progressively responsible administrative support experience and/or training/work towards obtaining International Institute of Municipal Clerks (IIMC) certification.

Applicant must submit:

1. Letter of Interest
2. Resume
3. City of Anthony application: <https://www.cityofanthonymn.com/forms/>
4. Three verifiable references

A complete job description is available at City Hall – 820 HWY 478, Anthony, NM or by contacting the City at (575) 882-2983 or website www.cityofanthonymn.com

Application deadline **September 10, 2025 at 4:00 pm**. Packets may be submitted in person at City Hall, 820 Highway 478, Anthony NM 88021 or by email to bhidalgo@cityofanthonymn.org with subject line: **CITY CLERK ASSISTANT**

Posted on 08/26/2025



CITY OF ANTHONY

Clerk Assistant

JOB DISCRIPTION

Department: City Clerk
Reports to: City Clerk
FLSA: Non- Exempt (Part-Time)
Approved: August 19, 2021

POSITION SUMMARY:

Under the general supervision of the City Clerk, performs statutory and administrative duties as well as assists with the duties of the Office of the City Clerk. The Assistant City Clerk may also deliver direct and general administrative support to the Mayor. This position augments the position of City Clerk by serving as back up and support as needed. In the absence of the City Clerk, the Assistant City Clerk will assume the responsibilities of the City Clerk.

ESSENTIAL JOB FUNCITONS:

This is not intended to be an all-inclusive list of the duties, skills, and responsibilities of the Assistant City Clerk. Other related duties may be assigned as necessary.

Assist in scheduling and coordinating of board and commissioners' meetings and attend as directed. Take and transcribe summary minutes,

Assist Administrative Assistant I in posting notices for meetings. Draft resolutions, proclamations, and correspondence.

Assist with fulfilling Inspection of Public Records Act (IPRA) requests in accordance with State and City policies.

Serve as deputy records custodian.

Assist City Clerk with municipal elections. Upload public information to City website.

Perform statutory duties subject to monitoring by the Secretary of State's Office and the Office of the Attorney General.

Adhere to principles, practices, and methods of municipal elections, public relations, public information, and media requirements.

Comply with New Mexico "Sunshine Laws" including Open Meetings Act and Inspection of Public Records Act.

MINIMUM QUALIFICATIONS:

Associate degree from an accredited college in Government, Business, Writing, Journalism or related field **preferred**, plus two (2) years progressively responsible administrative support experience and/or training/work towards obtaining International Institute of Municipal Clerks (IIMC) certification.



Knowledge of the organization and functions of municipalities. Ability to interpret laws and regulations relating to work performed by the City Clerk's Office. General knowledge of municipal elections.

SKILLS AND ABILITIES: The requirements listed below represent the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- Knowledge of administrative and clerical procedures
- Knowledge of computers and relevant software applications
- Knowledge of customers service principle and practices
- Knowledge of modern office equipment, such as copier, fax etc.
- Must have verbal and written communication skills- speak clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; demonstrates group presentation skills; Participates in meetings. Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information. Fluent in the English and Spanish language, preferred.
- Professional personal presentation.

PHYSICAL DEMANDS AND WORK ENVIROMENT:

The physical demands and work environment characteristics described here are representative of those and employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

The noise level in the work environment is usually quiet. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or fell and talk or hear. The employee is frequently required to sit and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Accepted this _____ day of _____, 20_____

Employee Name: _____

Employee Signature: _____