

City of Anthony

New Mexico



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

RECORDS CLERK
Department: Police Department
Reports to: Chief of Police
FLSA: Classified Hourly
Full-Time, Permanent
Hourly position, \$14.50-\$18.50 DOE

MINIMUM QUALIFICATIONS:

High School Diploma or GED required. A minimum of one year experience in clerical or customer service experience. Must be at least 21 years of age. Must have a valid drivers license. Must pass a thorough background investigation. NCIC/NMCIC certification must be obtained within six months of hire.

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 **October 31, 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: **RECORDS CLERK**

Posted on 10/17/2025

**CITY OF ANTHONY
POLICE RECORD CLERK**

JOB DESCRIPTION

Department: City of Anthony, NM, Police Department
Reports To: Chief of Police
FLSA Status: Non-Exempt
Approved Date: July 6, 2010

NATURE OF WORK:

Non-exempt, full-time regular position.

Performs specialized clerical and public contact functions in the maintenance, compilation and dissemination of complex police records for the City of Anthony, NM, Police Department (CAPD).

Position involves competing demands, performing multiple tasks, working to deadlines, occasional work beyond normal business hours, and responding to customer issues.

DUTIES AND RESPONSIBILITIES:

- Assists public and officers either on the phone or over the counter by providing information and assistance regarding requests for information for accident reports, background checks and copies of reports, vehicle releases and related data; gathers information needed to respond to inquiries provides information specific questions which requires distinguishing between, and consideration of, sensitive/protected/confidential and public information and may require understanding or interpretation/explanation of legal documents and status; refers matters requiring legal interpretation to supervisor for resolution; may direct the public to appropriate agency to pay for ticket, file report or restraining orders, etc.
- Collects fees, issues receipts, balances and reconciles fees collected at end of each day; compiles numerical counts and routine statistical data to provide input to work production reports or official statistical reports.
- Performs basic clerical and administrative duties in accordance with CAPD procedures and City policy, including data entry, record keeping, preparing and processing various documents, pulling and maintaining files; receives, verifies, categorizes and enters data into the computer tracking systems; prepares and processes reports; reviews documents and data for compliance and accuracy; maintains and updates departmental files and records; prepares documents for filing.
- Enters and retrieves confidential law enforcement data from the National Crime Information Center (NCIC) and New Mexico Crime Information Center (NMCIC) computer systems; updates Uniform Crime Reporting Program database; performs queries of information on computerized criminal justice information systems for background checks, rap sheets, etc.; compares information and verifies correctness of information.
- May train new employees on desk rotation.

MINIMUM QUALIFICATIONS:

Equivalent to a High School diploma AND one (1) year of clerical or customer service experience. A combination of education, experience, and training may be applied in accordance with City of Anthony, NM, policy. Must demonstrate accurate typing & word processing skills.

Valid driver's license is required. Position requires an acceptable driving record in accordance with City policy. Must pass a thorough background investigation. NCIC/NMCIC certification must be obtained within six months of hire. Additional technical certifications and training may be required for some incumbents in this job class.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: CAPD policies and procedures; business English, spelling, arithmetic, punctuation and grammar; principles of record keeping and records management; techniques for dealing with the public, in person and over the telephone; laws and regulations governing the release of information from law enforcement agency records; Uniform Crime Reporting Program procedures; City computer applications involving word processing, data entry and standard report generation; City policies and procedures.

Skills in: Maintaining accurate records; entering information into the Police Department's computer system with speed and accuracy.

Ability to: Process and retrieve information on automated records system; maintain the confidentiality and security of records and information; follow verbal and written instructions; search police files/records in response to officer's inquiries; scan documents; perform maintenance on scanners; remain calm and think clearly and quickly in emotional and emergency situations; and establish and maintain effective working relationships with coworkers, supervisory personnel, sworn officers, the general public and other law enforcement agency personnel.

LICENSES AND/OR CERTIFICATIONS:

Valid Class D driver's license is required. Position requires an acceptable driving record in accordance with City of Anthony, NM, policy. Must pass a thorough background investigation. NCIC/NMCIC certification must be obtained within six months of hire. Additional technical certifications and training may be required for some incumbents in this job class.

ENVIRONMENTAL AND PHYSICAL FACTORS:

Work is performed in a Police office environment.

Light physical demands. Frequent to constant use of a personal computer.

WORK SITUATION FACTORS:

Position involves competing demands, performing multiple tasks, working to deadlines, occasional work beyond normal business hours, and responding to customer issues.