



BENNY JASSO, MAYOR

AARON SERA, ADMINISTRATOR

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P.O. BOX 706. DEMING, NEW MEXICO 88031
POPULATION 14,000

Employment Opportunity
Clerk 1, Range 6, \$11.70/hr.
Open Until FILLED

The City of Deming is seeking qualified applicants for Clerk 1 positions located in our Utility Department.

This is a routine clerical and customer service position involving continuous contact with the public, receipt of money, the maintenance of simple bookkeeping records, and other duties as assigned. Employees in these positions follow standard procedures which are prescribed by departmental policy. Work is reviewed through continuous audits on mathematical and technical accuracy.

Desirable experience and/or training for Clerk I positions include a high school diploma or equivalent, excellent customer service, strong communication skills, the ability to multi-task, a valid New Mexico driver's license, typing and computer skills, 10-key calculator, and handling money. Bilingual preferred. Additional information is available in the position description.

Any individual offered employment will be required to pass a pre-employment physical and drug test.

Benefits included, if offered employment:

- **Medical, Dental, Vision, Life, Disability Insurance**
- **PERA Retirement (Public Employees Retirement Association)**
- **Modified work schedule**

Applications and job descriptions are available upon request by calling City Hall, 546-8848.

Applications may be mailed to the City Hall reception desk, City of Deming, 309 S. Gold Avenue, NM 88030, addressed to HR and faxed (575-546-6442), or enclosed in a sealed envelope addressed to HR, dropped in the City's Utility Department drop box. To be considered for the next review, applications must be received no later than 4:00 pm, 1/19/2022.
NO COVID VACCINE REQUIREMENTS

Applications received for this announcement may be used for additional Clerk vacancies, citywide, occurring within 3 months of closing date of this announcement. A selection committee will be appointed to review applications received and/or conduct interviews.

"EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER"

Posted: January 14, 2022