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BENNY JASSO, MAYOR

AARON SERA, ADMINISTRATOR

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

### Employment Opportunity Clerk I (Range 5), \$10.65/hr.

The City of Deming is seeking qualified applicants for regular full time Clerk I position located in the Utility Department. This is a routine clerical and customer service position involving the receipt of money, the maintenance of simple bookkeeping records and continuous contact with the public. Employees in this position follow standard procedures which are prescribed by departmental policy. Work is reviewed through continuing 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.

Applications and position description are available for pick up at the reception desk at City Hall, 309 S. Gold Street, Deming NM 88030 must be returned no later than 4:00 pm, May 21, 2018.

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"

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