



State of New Mexico
Village of Cimarron
PO Box 654 - 356 E. 9th St. Cimarron, NM 87714
Phone: 575-376-2231 Fax: 575-376-2810
Website: villageofcimarron.net

Mountain View Cemetery Data Entry Clerk
Temporary/seasonal/part-time position

The Village of Cimarron is looking for an organized Data Entry Clerk to do file management and maintenance of the Mountain View Cemetery records. You will organize cemetery records to create an efficient filing system and enter all documents related to the cemetery in the Village's database. Security of records, protection of sensitive information and management/updating of files to ensure they are easily accessible.

Essential functions and duties include, but are not limited to:

- Transfer old cemetery records into the Village's Caselle system
- Review of Village cemetery records to ensure continuity of information
- Conduct necessary research and provide support materials to aid the cemetery board
- Work in the cemetery matching records from plot locations to database

Education/Experience:

- High School diploma/GED required
- Experience with Microsoft Office Suite
- Knowledge of cemetery layout, deeds & records

Other Requirements:

- Valid New Mexico Driver's License
- Proof of citizenship and/or eligibility to legally work in the United States

The rate of pay is New Mexico the minimum wage rate of \$12.00 per hour. This position is a non-exempt position and reports directly to the Mayor. Position is only temporary until work is completed to a level that is deemed adequate by the Mayor or services are no longer needed. This is classified as a seasonal position and there are no benefits included with this position.

Applications may be turned into Village Hall. Position will remain open until filled.

If you have any questions, please contact Shawn Jeffrey, Administrator 575-376-2232