



## UNION COUNTY BOARD OF COMMISSIONERS

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### NOTICE OF JOB OPENING

Recruitment is open to all who meet the qualifications below and will be used to fill this vacancy and others that may occur in the next six months to one year.

**POSITION:** Senior Department Specialist  
Union County Clerk's Office

**OPENING DATE:** June 7, 2018

**CLOSING DATE:** June 15, 2018

**FTE:** .53 FTE (20 hours per week)

**SALARY:** Range 11 - \$1,392 - \$1,801/month with proportionate benefits

Performs day-to-day activities of the County Clerk's Office; Requires ability to perform recordkeeping and clerical operations; establish and maintain harmonious working relationships with other employees, departments and the general public; skill in word processing, operation of office equipment and general office practices and procedures; ability to communicate effectively both verbally and in writing. High school graduation or equivalency, preferably supplemented with additional training in office management; and two years of progressively responsible office experience, which includes elections and/or document recording experience; or any equivalent combination of experience and training which demonstrates the ability to perform the duties of the position. See job description for additional details and requirements.

**APPLY:** Union County Clerk's Office  
1001 4<sup>th</sup> Street  
La Grande, OR 97850

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

## **UNION COUNTY JOB DESCRIPTION**

**JOB TITLE:** Senior Department Specialist/  
Recording Clerk

**DEPARTMENT:** County Clerk

**PURPOSE OF POSITION:** Performs activities of the County Clerk's Office; participates in the County's functions in providing for elections; does related work as required.

### **ESSENTIAL JOB FUNCTIONS:**

#### Elections

- Maintains system of voter registration for the County; prepares monthly voter registration reports.
- Tests optic scan computer for elections.
- Answers questions from the general public and candidates regarding election laws and procedures.
- Issues absentee ballots.
- Works on election day/night to answer questions, troubleshoot problems, process election returns, and provide partial returns and final results to the media and general public.
- Maintains necessary records and files reports regarding election results and costs; prepares election board payroll.
- Prepares election billings.

#### Records

- Receives, records, indexes and files a wide variety of legal and other documents; verifies authenticity and reviews for errors or omissions.
- Maintains records of orders, agreements, contracts, resolutions and ordinances signed by the County Commissioners.
- Takes applications, issues and collects fees for marriage licenses and U.S. passports.

- May serve as clerk for the County Board of Property Tax Appeals which includes maintaining records of petitions and appeals, setting up meetings, sending notices to petitioners, preparing meeting minutes and maintaining the official record of Board actions.
- Assists the public in ascertaining what documents they may want; searches for recorded documents.
- Answers questions from the general public and responds to correspondence regarding office operations; handles complaints and adjustments.

**JOB QUALIFICATION REQUIREMENTS:**

Ability to perform recordkeeping and clerical operations; maintain effective working relationships with other employees, agencies and the general public; communicate effectively both verbally and in writing; implement legal requirements; deal tactfully with the public; make calculations with speed and accuracy. Skill in operation of standard office equipment; utilizing computer software.

**MANDATORY REQUIREMENTS:** High school graduation or equivalency, preferably supplemented by additional training in office management; and two years of progressively responsible office experience, which includes elections and/or document recording experience; or any equivalent combination of experience and training which demonstrates the ability to perform the duties of the position.

**DESIRABLE REQUIREMENTS:**

Thorough knowledge of general office principles and practices; office recordkeeping and reporting.

**SPECIAL REQUIREMENTS/LICENSES:** Possession of a valid Oregon Drivers License.

**PHYSICAL DEMANDS OF THE POSITION:** While performing the duties of this position, the employee is required to sit, stand, communicate, reach and manipulate objects or controls. The position requires mobility and the ability to operate a motorized vehicle. Duties involve moving materials weighing up to twenty (20) pounds on a regular basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, telephone, etc. The position may require standing for long periods of time.

**WORKING CONDITIONS:**

The majority of the duties take place in an office where sitting or standing for extended periods performing various duties may be required.

**SUPERVISORY RESPONSIBILITIES:**

Supervision is not a typical function assigned to this position.

**SUPERVISION RECEIVED:**

Work is performed under the general supervision of the Chief Deputy Clerk and County Clerk who periodically reviews work for accuracy and compliance with departmental policies and State and Federal rules and regulations.