

## UNION COUNTY JOB DESCRIPTION

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

**DEPARTMENT:** County Clerk

**DATE:** March 24, 2023

**Salary Range:** 11

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

### **ESSENTIAL JOB FUNCTIONS:**

#### Records

- Receives, records, indexes a wide variety of legal and other documents; verifies authenticity and reviews for errors or omissions. Documents may be recorded manually or electronically from vendors, by Oregon State Statute.
- Maintains records of orders, agreements, contracts, resolutions and ordinances signed by the County Commissioners.
- Maintains confidential records.
- Takes applications, issues and collects fees for marriage licenses and Domestic Partnerships.
- Takes applications and collects fees for U.S. Passports. Must pass annual agent testing required by U.S. Department of State.
- Assists the public in person, by phone, or email, providing a resource and referral to other government agencies or giving guidance to people to locate documents they may want or need. Internally, must search for recorded documents and be able to search using current technology and also be able to research old records not on computer system.
- Perform miscellaneous clerical tasks, such as organizing and filing within the office to ensure efficient service.
- Scan all recordings, commissioner records, election results, load information to ftp site. Send from ftp site to vendor to be microfilmed and to document purchasing companies.

- Verify quality and accuracy of all scanned and microfilmed images.
- Maintain billing system for searches and charges from the State of Oregon
- Answer questions from the general public and respond to correspondence regarding office operations; handle complaints and adjustments.
- Works in conjunction with Sheriff's Office/Police Department for found property. Ensures all requirements of ORS 98.005 are met.

#### Board of Property Tax Appeals (BoPTA)

- May serve as clerk for the County Board for appeals of tax value which includes; maintaining records of petitions and appeals, setting up meetings for board and hearings, sending notices to petitioners, preparing meeting minutes and maintaining the official record of Board actions.
- Work with Tax Collector/Appraiser to ensure that all documentation is correct.

#### Elections

- Maintain Union County voter registration in the Voter Registration System.
- Work with GIS.
- Maintain Confidential Voter Files
- Process NCOA, DMV, on-line voter registrations.
- Accept candidate filing; ensures candidate meets requirements for position.
- Voter correspondence including Voter Notification Cards, Voter Confirmation Cards, other correspondence as necessary.
- Build ballot test deck, tally numbers & test optic scan computer for elections.
- Download & issue ballot from statewide FTP site to voters from other Oregon Counties. Issue absentee ballots.
- Answers questions from the general public and candidates regarding election laws and procedures.
- 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.

**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 County Clerk and Chief Deputy Clerk who periodically review work for accuracy and compliance with departmental policies and State and Federal rules and regulations.