

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS  
IN AND FOR THE COUNTY OF CURRY, OREGON**

**In the Matter of an Order Transferring )  
An Employee )**

ORDER NO. 23300

**WHEREAS**, it is the recommendation of Kiley Wegner, County Assessor, that Lauryn Akbar, currently a Prevention Specialist Coordinator, in the Juvenile Department, at Salary Range E, Step E, at \$4427 per month, be transferred to the position of Administrative Secretary, in the Assessor's Office, at Salary Range D, Step 7-10, at \$4891 per month.

The job description is attached hereto for reference.

**WHEREAS**, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation.

**NOW, THEREFORE, IT IS HEREBY ORDERED** that the above stated hire be in effect as of September 25, 2023.

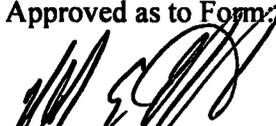
**DATED** this 20<sup>th</sup> day of September, 2023

**BOARD OF CURRY COUNTY COMMISSIONERS**

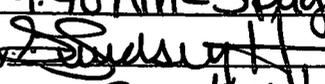
  
\_\_\_\_\_  
John Herzog, Chair

  
\_\_\_\_\_  
Brad Alcorn, Vice Chair

Approved as to Form:

  
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Michael E. Fitzgerald, OSB #950738  
County Legal Counsel

  
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Jay Frost, Commissioner

CJ2023-225  
Curry County Clerk, Shelley Denney  
Filed Date 9 28 23  
Time 9:40 AM - 3 pages  
Deputy:   
S. Lindsey Harris

**CURRY COUNTY  
JOB DESCRIPTION**

**JOB TITLE: Administrative Secretary, Assessment/Tax Collection**

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**EXEMPT:** No

**SALARY LEVEL:** D

**SUPERVISOR:** Chief Office Deputy

**PREPARED BY:** Assessor/Tax Collector

June 2023

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**GENERAL POSITION SUMMARY:**

The Administrative Secretary position performs advanced secretarial duties within both assessment and taxation. This position serves as the backup lead to the Chief Office Deputy.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provides information and assistance to the public, County, State and other municipal agencies.
2. Assists Department Specialist positions with daily tasks and department procedures.
3. Submits and monitors all departmental billing, expenditures and budgets
4. Values and calculates assessed values on all business personal property accounts
5. Tracks and transfers location and ownership of manufactured structures
6. Processes applications for Senior/Disabled Tax Deferral and Veteran's/Surviving Spouse Property Tax Exemption
7. Posts property tax payments and reconciliations reports

**SUPERVISORY CONTROLS AND RESPONSIBILITIES:**

No supervisory responsibilities. Supervised by the Chief Office Deputy.

## **QUALIFICATION REQUIREMENTS:**

### *Knowledge of . . .*

- Thorough knowledge of secretarial principles, office management procedures and practices
- Considerable command of English composition, spelling, business formats and arithmetic

### *Ability to . . .*

- Establish and maintain effective relationships with other employees, department heads and the public.
- Work with limited supervision in an independent setting, while able to recognize situations in which supervision and guidance are necessary.
- Handle complaints, problems, and hostile persons courteously
- Resolve disputed values, calculations and tax collection issues and inquiries

### *Additional skills:*

- Keeping detailed records and preparing accurate reports and findings
- Conveying information, ideas, and facts both orally and in writing to supervisors, colleagues, and individuals, inside and outside the County, using language and a format the audience will best understand.

## **EDUCATION AND/OR EXPERIENCE:**

High school graduation or equivalent; three years of progressively responsible clerical work including experience in the Assessor's Office, or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above-described duties.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Sit for long periods of time (10-hour work day) inputting data using a keyboard and monitor.
- Ability to lift heavy supplies or equipment up to forty pounds; extensive bending, standing, walking, or sitting may be required
- Work is primarily performed in office, with a need to interact with other agencies, departments and public entities.