

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

**In the Matter of an Order Adopting a
Position Description for an Existing
Position (Deputy Clerk I)**

ORDER NO. 23313

WHEREAS, it is the recommendation of Shelley Denney, County Clerk, that the attached position description be adopted for the following position:

Deputy Clerk I
Position Title

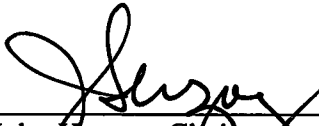
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WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation.

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of October 19, 2023. This description replaces any previous description approved for this position.

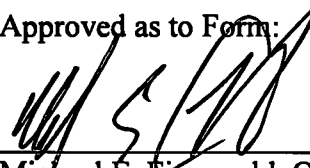
DATED this 19th day of October, 2023

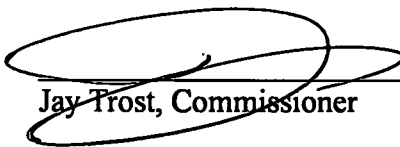
BOARD OF CURRY COUNTY COMMISSIONERS


John Herzog, Chair


Brad Alcorn, Vice Chair

Approved as to Form:

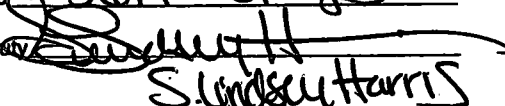

Michael E. Fitzgerald, OSB #950738
County Legal Counsel


Jay Frost, Commissioner

CT 2023-348
Curry County Clerk, Shelley Denney

Filed Date 10 / 23 / 23

Time 11:36A - 5 Pages

Deputy 
Lindsey Harris

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Deputy Clerk I - Clerk's Office

EXEMPT: No
SALARY LEVEL: D
SUPERVISOR: Curry County Clerk
PREPARED BY: Curry County Clerk

June 2023

GENERAL POSITION SUMMARY:

Perform highly complex and varied functions related to the recording of legal documents, issuing of marriage licenses, maintenance of voter registration records and preparation for and execution of elections. Manages as a U.S. Passport Acceptance Facility Agent. May serve as Deputy Registrar & Board of Property Tax Appeals Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Administers Oregon Revised Statutes by receiving and verifying authenticity of documents presented for recording; indexes and files a wide variety of legal and other documents.
2. Maintains record of fee collections, provides funds to the Treasurer, and prepares monthly financial reports. Maintains records of County Commissioners Orders, agreements, contracts, resolutions, and ordinances signed by the County Commissioners. Oversees and performs microfilming process for all recorded information.
3. Assists the public in ascertaining what documents they may want; searches for recorded documents; answers questions and interprets documents; provides accurate and complete photocopies. Answers questions from the public relating to recording procedures and requirements. Designs and maintains web pages for County Clerk's Recording/Election Divisions.
4. Maintains voter registration data, voter history data, scanning and indexing of voter signatures to archival index. Prepares and issues official ballots to eligible voters, creates other audits, labels and materials required by Oregon Election Laws. Assembles and distributes elections supplies for drop sites, and other specific election needs required by Oregon Election Law. Explains and advises citizens in understanding their rights and responsibilities in exercising their voting franchise.

5. Audits ballot processing and counting functions produced by Election Board Personnel. Proofs Taxing District records – code area splits, ballot text in preparation of ballot distribution.
6. Upholds legal responsibilities as an Acceptance Agent. Accepts and properly allocates only authorized fees as established by the U.S. Department of State.
7. Meets annual training requirements and stays up to date with correspondence from Passport Services in the form of Agency Newsletters, notices, and any other procedure and policy updates.
8. Maintains confidentiality by not releasing passport application information to anyone other than the applicant and Passport Services, unless expressly authorized. Makes passport records available to the U.S. Department of State Office of the Inspector General for review, monitoring, audit, or investigation.
9. Complies with all instructions of the state registrar per ORS 432.035. Checks upon the compliance of others. Makes an immediate report to the state registrar of any violation of this chapter or of a rule adopted under this chapter coming to their notice by observation, upon complaint of a person or otherwise.
10. Collects fees associated with vital statistics requests using the up-to-date fee collection schedule. Deposits to the bank all collected fees and submits a report.
11. Selects members for the Board of Property Tax Appeals after the Commissioners have appointed eligible persons to the pool.
12. Receives and incorporates documents into the official record of the Board of Property Tax Appeals including appeal petitions, value recalculation worksheets, evidence, stipulations, and Summary of Actions. Distributes orders to Assessors office and Tax office directing them to reduce or sustain land values.
13. Reviews and audits all petitions to determine compliance with ORS and to establish jurisdiction with the Board. Calculates and prepares the "Summary of Actions" of the Board of Property Tax Appeals for the Department of Revenue.

SUPERVISORY CONTROLS AND RESPONSIBILITIES:

No supervisory responsibilities. Supervised by Curry County Clerk.

QUALIFICATIONS REQUIREMENTS:

Knowledge of . . .

- Standard office practices and procedures
- Local, state, and federal election/recording laws
- Real estate transactions, forms, and procedures
- Basic accounting principles

Ability to . . .

- Analyze accounting records and prepare clear and concise reports as required
- Work proficiently both independently and in a team environment dealing with the public, county officials/employees, agencies, candidates, and the media in a helpful, courteous, and tactful manner
- Organize record keeping and clerical operations
- Communicate and originate letters and memos in English effectively both verbally and in writing using good form, spelling, and grammar
- Read and interpret various maps and/or legal documents to determine property ownership, location, and description
- Use 10-Key accurately by touch 40-60 keystrokes per minute
- Type accurately 40-60 WPM
- Proof work personally performed and work done by others

Skill in . . .

- Microsoft Word and Excel programs and spreadsheets

EDUCATION AND/OR EXPERIENCE:

High school graduation or equivalency.

Two years of progressively responsible clerical experience which includes one year of property transaction experience; plus additional course work in office practices and procedures including accounting; or any satisfactory equivalent of experience and training which demonstrates the ability to perform the above described duties.

Continued compliance training and education required by Oregon Election Law.
Possession of a valid Oregon Driver License with good driving record.

PHYSICAL DEMANDS AND WORK ENVIROMENT:

- The incumbent works in a professional office environment and uses a computer & keyboard, telephone and other office equipment as needed to perform duties.
- The noise level in the work environment is typical of that of an office with frequent contact with customers and will encounter frequent interruptions throughout the workday, while maintaining attention to detail.
- This position is regularly required to sit, talk; frequently required to use repetitive hand motion, stand, walk, reach, bend or lift up to 20 pounds regularly and 50 pounds occasionally. Performs occasional work after hours depending on the office work cycle.

Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.