

**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 a New Position)
(Electronic Records Specialist))**

ORDER NO. 23315

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

Electronic Records Specialist
Position Title

A
Range

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

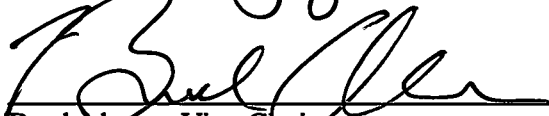
NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of October 19, 2023.

DATED this 19th day of October, 2023

BOARD OF CURRY COUNTY COMMISSIONERS

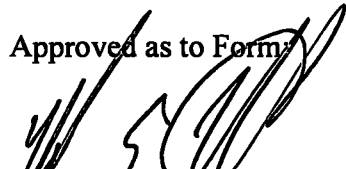


John Herzog, Chair



Brad Alcorn, Vice Chair

Approved as to Form:



Michael E. Fitzgerald, OSB #950738
County Legal Counsel



Jay Trost, Commissioner

CT 2023-346
Curry County Clerk, Shelley Denney
Filed Date 10 123 23
Time 11:34 AM - 3 Pages
Deputy Sundell Harris

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Electronic Records Specialist

EXEMPT: No

SALARY LEVEL: A

SUPERVISOR: Curry County Clerk

PREPARED BY Curry County Clerk

October 2023

GENERAL POSITION SUMMARY:

Responsible for tasks associated with the electronic storage of records and documents. The tasks include document imaging operations by prepping, scanning, parsing and/or indexing in the division-wide document management system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Operates scanning equipment and application software.
2. Prep, sort and scans old records both from hard copy files and electronic files into database. Reviews scanned and imported documents to ensure quality and archivable standards.
3. Accurately index critical pieces of information from the scanned documents to ensure ease of retrieval for research purposes.
4. Maintain a clean work environment.

SUPERVISORY CONTROLS AND RESPONSIBILITIES:

No supervisory responsibilities. Supervised by Curry County Clerk.

QUALIFICATIONS REQUIREMENTS:

Knowledge of...

- Various filing systems including alphabetical, numerical and chronological.
- Business English, spelling, punctuation, and arithmetic
- General office practices and procedures
- Proficient in using various desktop software in a Windows environment.
- Familiarity with land records is a strong advantage.

Ability to...

- Work well with computers and produce desired results.
- Operate and oversee maintenance of standard office equipment including computers, printers, scanner, calculator/adding machine, photocopier, telephone answering machine, telephone system, breakroom equipment and utensils, electric pencil sharpener, radio, etc....
- Must be able to manage time efficiently, prioritize tasks, meet deadlines, and work independently with minimal supervision.
- Organize, file, and retrieve materials and documents; follow verbal and written instructions; work effectively with other employees.
- Must have strong propensity for detail and organization.
- Willingness and ability to receive and follow instruction in procedures.
- High level of accuracy and commitment to producing quality work. Data entry accuracy of at least 45 wpm.

EDUCATION AND/OR EXPERIENCE:

High School graduation or equivalency or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above-described duties.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Work in this class involves the operation of a computer, typewriter, calculator, copy machine and other standard office equipment as well as specialized equipment.

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