

**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 (Department Specialist II)**

ORDER NO. 23318

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

Department Specialist II
Position Title

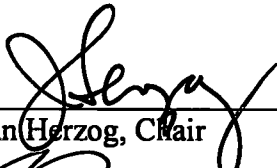
B
Range

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

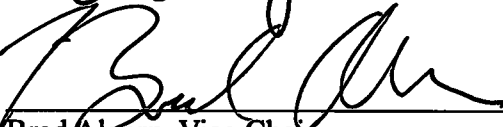
NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of October 19, 2023. This description replaces any previous description approved for this position.

DATED this 19th day of October, 2023

BOARD OF CURRY COUNTY COMMISSIONERS

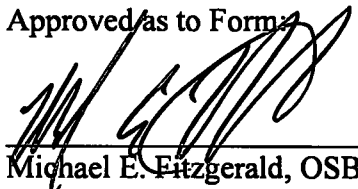


John Herzog, Chair



Brad Alcorn, Vice Chair

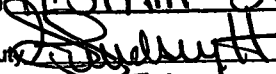
Approved as to Form:



Michael E. Fitzgerald, OSB #950738
County Legal Counsel



Jay Trost, Commissioner

CS 2023-344
Curry County Clerk, Shelley Denney
Filed Date 10 23 23
Time 11:31 AM - 3 Pages
Deputy 
Sunday Harris

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: County Clerk Department Specialist II

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

September 2023

GENERAL POSITION SUMMARY:

Acts as support staff to the Clerk's Office under direct supervision of the Clerk. The Department Specialist II performs advanced and complex clerical duties to support staff within the Recording/Election Divisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Serves as initial contact for the department and gathers information from the public necessary to initiate records and services. Assists the public in ascertaining what documents they may want; searches for recorded documents; provides accurate and complete photocopies.
2. Researches, prepares, and composes letters, reports, notifications, documents, memos, and other materials of an important or confidential nature.
3. Collects fees using the up-to-date fee collection schedule. Deposits to the bank all collected fees and submits appropriate reports to the Treasurer's Office.
4. Delivers and retrieves mail, communications, reports, and financial items to and from the courthouse and annex buildings.
5. Maintains supply inventory in cooperation with staff.
6. Prepares claims for payment for submission to Account Payable
7. Designs and maintains web pages for County Clerk's Recording/Elections Divisions.

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
- Various software programs including QuickBooks, MS Word/Outlook, and MS Excel

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, cash register, safe, microphone system and tape recorder for board meeting, breakroom equipment and utensils, electric pencil sharpener, radio, etc....
- Prioritize work and function during many activities.
- Organize, file, and retrieve materials and documents; follow verbal and written instructions; perform basic mathematical operations; work effectively with other employees.
- Deal with the public courteously and calmly during all types of situations, remembering to put the public first.
- Willingness and ability to receive and follow instruction in procedures.

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.