

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

**IN THE MATTER OF THE RE-HIRING OF
A FORMER EMPLOYEE**

ORDER NO: 23083

WHEREAS, it is the recommendation of Josh Spansail, District Attorney, that the following person be re-hired to fill the position identified below at the specified salary range, step, rate of pay, and status:

<u>Name</u>	<u>Position</u>	<u>Salary Range/Step</u>	<u>Rate</u>	<u>Status</u>
Kaylee M. Strain	Department Specialist I	n/a	\$21.00/hr	Irreg

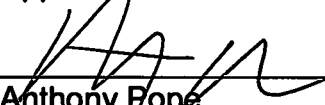
WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation;

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of May 23, 2022.

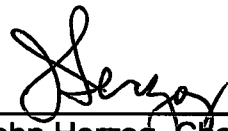
Dated this 20th day of April, 2022.

CURRY COUNTY BOARD OF COMMISSIONERS

Approved as to form:



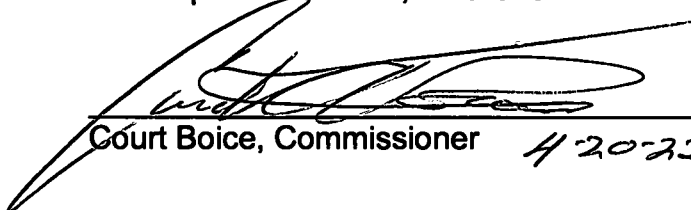
Anthony Pope
Curry County Legal Counsel



John Herzog, Chair



Christopher S. Paasch, Vice Chair



Court Boice, Commissioner 4-20-22

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Department Specialist I – District Attorney

EXEMPT: No

SALARY LEVEL: A

SUPERVISOR: Office Manager

PREPARED BY: District Attorney

March 2021

POSITION SUMMARY:

Performs clerical and technical duties to support the department and assist with special assignments. Answers varied questions regarding departmental policies, procedures and services, does related work as required by Office Manager, District Attorney and Deputy District Attorneys.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Department Specialist I will handle clerical functions requiring a specific knowledge of the departmental operations, policies, procedures, terminology and governing laws. Specific work is performed under supervision of the Office Manager.

EXAMPLES OF WORK: Illustrative only

Any single position of a class will not necessarily involve all of the duties listed, and many positions will involve duties which are not listed.

1. Answers phones and is first contact for persons coming to the District Attorney's Office.
2. Screens phone calls and visitors by asking questions to determine needs or purpose of inquiry or visit, then providing appropriate assistance.
3. Pulls cases for daily docket.
4. Provides paper and electronic discovery to defense attorneys and records billing.
5. Researches and gathers reports, etc. from law enforcement agencies for case files as part of discovery.
6. Gathers mail.

JOB DESCRIPTION

JOB TITLE: Department Specialist I – District Attorney - Page 2

EXAMPLES OF WORK: (Continued)

7. Assists attorneys as needed (preparing motions, affidavits, orders, subpoenas, trial preparation, e-filing, e-mailing).

DESIRABLE QUALIFICATIONS:

Knowledge of -

Thorough knowledge of business English, spelling and punctuation. Detail oriented and strong organization skills. Considerable knowledge of general office practices and procedures; different filing systems; IT knowledge is a plus.

Ability to -

Deal effectively with frequent interruptions and several situations at one time, maintain confidentiality; maintain effective working relationships with other employees and the public; ability to learn District Attorney policies and procedures; legal document preparation and District Attorney case management systems. Must become familiar with Oregon District Attorney and law enforcement procedures. Must have skill in the operation of a variety of general office equipment which may include, but is not limited to copy machines, multiline telephone and computer.

EDUCATION AND/OR EXPERIENCE:

High school graduation or equivalency; one year of experience performing responsible clerical work; or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

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