

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

**IN THE MATTER OF THE TRANSFER
OF AN EMPLOYEE**

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)

ORDER NO: 23027

WHEREAS, it is the recommendation of Shelley Denney, Chief Deputy County Clerk, that Victoria James, currently an Appraiser Trainee in the Assessor's Office, at Salary Range D, Step 1 at \$3607 per month, be transferred to the position of Deputy Clerk I in the Clerk's Office, at Salary Range D, Step 1 at \$3607 per month.

The job description for the new position is attached hereto and incorporated by reference.

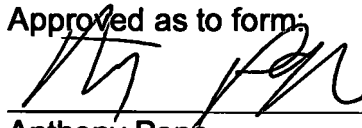
WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation;

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of January 3, 2022.

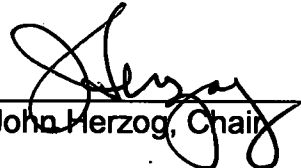
Dated this 5th day of January 2022.

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

1-6-22

**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

April 2021

POSITION SUMMARY:

This position is deputized under an official oath of office by the County Clerk and performs a wide variety of technical and clerical tasks. This position demands considerable understanding of legal terminology, laws, court procedures and interpretation of a variety of Oregon Revised Statutes, Administrative Rules, procedures, and regulations relating to the position in both the Recording and Elections Division.

Performs technical duties of an accounting nature related to the functions of the office. Accuracy, neatness and relentless attention to detail are required by all positions and duties in this department. The type of work will vary depending upon the work cycle of the offices.

Work is performed independently using guidelines and policies ranging from explicit to vague under general supervision of the County Clerk and Chief Deputy Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

EXAMPLES OF WORK: *Illustrative only*

1. Maintains voter registration data, voter history data, scanning and indexing of voter signatures to archival index.
2. Maintains Election's Address Library including: Monitor and update corrections from taxing district records, additions and changes to rural address system by districts, cities or county.
3. Prepares and issues official ballots to eligible voters, creates other audits, labels and materials required by Oregon Election Laws by analyzing the County's Rural Address System and Taxing District information.
4. Audits ballot processing and counting functions produced by Election Board Personnel.
5. Proofs Taxing District records – code area splits, ballot text in preparation of ballot distribution.
6. Assembles and distributes elections supplies for drop sites, and other specific election needs required by Oregon Election Law.
7. Explains and advises citizens in understanding their rights and responsibilities in exercising their voting franchise.

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EXAMPLES OF WORK: (continued)

8. Position requires the handling of confidential and/or sensitive information.
9. Receives, verifies authenticity, records and indexes legal documents (contracts, easements, deeds, mortgages, liens, financing statements, death certificates, marriage license/certificates, honorable discharges, etc.).
10. Maintains voter registration data, scanning and indexing of voter registration records. Issues official ballots to eligible voters.
11. Maintains records of County Commissioners Orders, Agreements, Contracts, Resolutions and Ordinances signed by the County Commissioners.
12. May serve as clerk for the County Board of Property Tax Appeals.
13. Oversees and performs microfilming process for all recorded information.
14. May serve as a Federal Passport Acceptance Agent
15. Maintains record of fee collections, provides funds to the Treasurer and prepares monthly financial reports.
16. Performs other related work as assigned.
17. May serve as Deputy Registrar.

DESIRABLE QUALIFICATIONS:

Through Knowledge of –

- Standard office practices and procedures
- Local, state and federal election/recording laws.
- Real estate transactions, forms and procedures.
- Basic accounting principals
- An aptitude working with Microsoft Word and Excel programs and spread sheets

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
- Acknowledge signatures (Notary)
- 10-Key accurately by touch 40-60 key strokes per minute/ Type accurately 40-60 WPM
- Proofing work personally performed and work done by others.

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EDUCATION AND/OR EXPERIENCE:

High school graduation or equivalency; three 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.

NECESSARY SPECIAL REQUIREMENTS:

- Uphold special oath of office subject to penalties as defined in ORS.
- Continued compliance training and education required by Oregon Election Law.
- Possession of a valid Oregon Driver License with good driving record.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The incumbent works in a professional office environment and uses a computer, 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 accommodations may be made to enable individuals with disabilities to perform these essential functions.