

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

IN THE MATTER OF ADOPTING A
POSITION DESCRIPTION FOR AN
EXISTING POSITION

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ORDER NO: 23028

WHEREAS, it is the recommendation of Julie Swift, Payroll & HR Coordinator,
that the attached position description be adopted for the following position:

Sr. Department Specialist
Position Title

C
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 January 5, 2022. This description replaces any
previous description approved for this position.

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: Senior Department Specialist - Assessor's Office

EXEMPT: No

SALARY LEVEL: C

DOT CODE:

SUPERVISOR: Assessor

PREPARED BY: Assessor

January 2022

POSITION SUMMARY:

Performs advanced and complex clerical and administrative duties to support a complete and specialized departmental function.

This position maintains and has control of the confidential Personal Property reports submitted by businesses throughout the county.

DISTINGUISHING FEATURES:

Senior Department Specialist is the highest position level in the clerical series. As such, an employee in this classification will perform many of the same duties as a Department Specialist. Incumbents in the class work with considerable independence. The work performed requires a thorough knowledge of a complete and specialized departmental function. Employees in this class are responsible for completing tasks at all phases of the departmental function (from start to finish). Completing work assignments will frequently require the interpretation of governing regulations, policies and procedures. Senior Departmental Specialists are frequently called upon to explain complex departmental policies and procedures to both the public and other employees. Work is performed under general supervision and is reviewed primarily through results obtained.

ESSENTIAL DUTIES & RESPONSIBILITIES:

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. Duties performed by a Department Assistant and Department Specialist.
2. Independently responds to correspondence, and handles complaints and adjustments of a non-routine nature.

JOB DESCRIPTION

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ESSENTIAL DUTIES & RESPONSIBILITIES: (Continued)

3. Researches and recommends changes in policies and procedures affecting assigned function.
4. Summarizes information from various sources into either narrative or report format of own design to respond to management inquiries.
5. Plans layout of complex reports and statistical table.
6. Explains departmental policies and procedures to both the public and other employees.
7. Assigns values, pre-determined by the State, to business personal property accounts.
8. Sets up all records for manufactured structures and records changes in ownership.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS:

Thorough knowledge of a complete and specialized departmental function; general office practices and procedures.

Ability to interpret governing regulations, policies and procedures. Effectively explain departmental policies and procedures under adverse conditions. Research area of responsibility and make procedural recommendations. Consolidate information from various sources into reporting format of own design. Communicate effectively both verbally and in writing.

EDUCATION AND/OR EXPERIENCE:

High school graduation or equivalent; three years of progressively responsible clerical work including experience in the Assessor's Office, 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.