

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

**In the Matter of an Order Transferring an)
Employee) ORDER NO. 23490
(C. Harwell – Accounting Clerk))**

WHEREAS, it is the recommendation of Keina Wolf, Finance and Human Resources Director, that Lacinda Harwell, currently a Building Permit Technician in Community Development at Salary Range E, Step 5 at \$4,835.00 per month, be transferred to the position of Accounting Clerk in the Road Department at R-D, Step 7-10 at 28.12 per month.

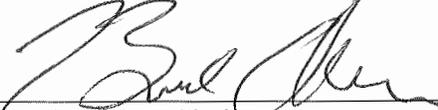
The job description for the new position is attached hereto and incorporated by reference.

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

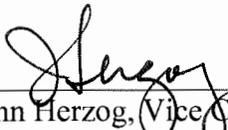
NOW, THEREFORE, IT IS HEREBY ORDERED THAT the above stated recommendation be in effect retroactive to September 23, 2024.

DATED this 2nd day of October, 2024.

BOARD OF CURRY COUNTY COMMISSIONERS

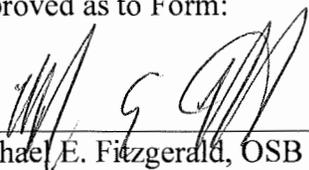


Brad Alcorn, Chair

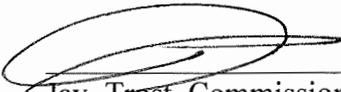


John Herzog, Vice Chair

Approved as to Form:



Michael E. Fitzgerald, OSB #950738
Curry County Legal Counsel



Jay, Frost, Commissioner

CS2024-198
Curry County Clerk, Shelley Denney
Filed Date 10.14.24
Time 9:28 AM - 4 pages
Deputy S. Lindsey Harris

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Accounting Clerk – Road Department

EXEMPT: No
SALARY LEVEL: Range Road - D
SUPERVISOR: Finance Director
PREPARED BY: Finance Director August 2024

GENERAL POSITION SUMMARY:

Performs clerical duties to process payroll data; maintains records in direct support of departmental programs; answers questions regarding departmental policies, procedures and services; does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Acts as receptionist for front office providing customer service to public and various agencies.
2. Prepares preliminary reports and submits them for review to Sr. Accounting Specialist for approval.
3. Provides assistance to employees in completing and processing required forms.
4. Prepares and processes Weed Spray renewal applications. Maintains Weed Spray permit system and notifies all applicants of the Spring and Fall spray schedule. Organizes schedule and prepares daily log for the spray crew.
5. Maintains Facility Permit indexes.
6. Completes, maintains and distributes customer work requests to foreman for assignment. Enters all information pertaining to request into IRIS.
7. Assist engineers in completing annual inventory reports and maintaining accurate records.

8. Conducts special projects as assigned. Generally, projects are related to the financial or accounting activities of the County Road Department.
9. Other duties as assigned.

SUPERVISORY CONTROLS AND RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS:

Knowledge of . . .

- Basic office procedures including telephone etiquette, business correspondence, and filing systems.
- The use of data processing in a business environment
- Strong understanding of accounting principles and practices.
- The operation of standard office equipment including personal computers and word processing and spreadsheet applications.
- Modern accounting principles and practices.
- Operation of data processing functions.

Ability to . . .

- Perform detailed work involving numerical data.
- Work independently with a minimum of supervision.
- Learn additional software programs and software upgrades.
- Efficiently plan and organize work schedules to meet mandatory deadlines
- Interpret and implement complex verbal instructions pertaining to use of math skills and a computer.
- Communicate effectively both verbally and in writing
- Maintain effective working relationships with other employees and County departments and officials

Additional skills:

- Specific experience in Excel and Word required.

EDUCATION AND/OR EXPERIENCE:

High school graduation or equivalency plus extra course work in accounting related subjects; minimum of one year of experience performing responsible clerical and accounting work; or any satisfactory equivalent combination of experience and training.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Position requires using a computer for long periods of time. Manual dexterity is required for the operation of office equipment including, but not limited to, calculator and computer. Hearing is required sufficient to use a telephone and to communicate effectively with others. Visual acuity sufficient to use and view information on standard computer video display unit.

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

Curry County assures equal employment opportunities to all persons regardless of race, color, national origin, sex or disability.