



# JOB DESCRIPTION

<i>Title</i>	<b>Deputy Clerk – Recording</b>		
<i>Department</i>	Clerk & Elections	<i>Job Class</i>	A 12 3
<i>Driving Required</i>	No	<i>Safety</i>	No
<i>Labor Union</i>	AFSCME Local 2746 Courthouse/Roads	<i>FLSA</i>	Non-exempt
<i>Created</i>	May 2022	<i>Reviewed</i>	
		<i>Revised</i>	

## ***Purpose***

Provides clerical, administrative, and customer support to the Clerk & Elections department. Responsibilities include data entry and retrieval, file maintenance, advanced word processing, document preparation, reception and customer service duties, bookkeeping-related functions, and the first point of contact with visitors of the department.

## ***Essential Functions***

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Performs clerical and administrative duties within the department; may include scheduling, taking notes and minutes for meetings, coordination of workflow within and outside the department. Executes duties of Deputy County Clerk and acts as United States Passport Acceptance Agent.
- Performs department reception and customer service duties. Professionally greets visitors, responds to incoming phone calls, provides accurate and timely responses to inquiries and complaints, and sends/receives emails and maintains ongoing communication with the public. Provides assistance in answering questions regarding dog licensing, passports, marriage licensing, and elections. Train customers to research public records.
- Perform certification of documents entered into the public record including, but not limited to, property records, marriage licenses, plates and military discharge records.
- Receives, transfers, or refers calls to appropriate sources; provides information and policy interpretations related to department services.
- Accurately enters and retrieves data from computer files, including complex or technical materials (e.g., legal forms, formal documents, complex records); interprets data for proper input to program formats. Processes, records, files, and distributes reports in a timely manner to appropriate parties. Assist in locating documents for the public and/or assist the public in locating and researching record.
- Processes transactions, computes or verifies data, fees, or payments; accurately transmits, screens, or conveys information using proper formats, documents, and procedures.
- Process and enter marriage, OLCC and dog license applications; park passes; passports; domestic partner registrations, and various petitions and filings. Assist



## JOB DESCRIPTION

customers in the proper completion of applications or registrations and the receipt and processing of related fees. Issue certified copies as requested.

- Performs advanced bookkeeping-related functions; may include funds tracking, invoicing, balancing daily receipts, processing purchase orders, and depositing funds. Balances received cash, credit, and checks daily. Assists with monthly billings.
- Creates a variety of documents such as letters, memos, reports, charts, forms, agendas, spreadsheets, tables, minutes, and legal documents. Verifies and corrects grammar, spelling, and formatting. Updates and maintains spreadsheets, databases, and reports and tracks/logs data for the department.
- Sorts, arranges, files, and maintains documents and records; reviews files for completeness and accuracy; updates and purges files according to department guidelines.
- Researches and compiles data from a variety of sources, some confidential in nature. Checks completed materials for accuracy and compliance.
- Works independently to plan and arrange own work sequence; prioritizes projects and assignments, provides backup support to staff when needed, and reports operating problems to supervisor.
- In coordination with supervisor, maintains, amends, or develops department procedures, routines, and filing systems.
- Provides support with publishing notices, including social media postings and webpage management, as directed and in accordance with established procedures and policy requirements. Provides support as needed to review completed forms and documents for accuracy and compliance prior to distribution through public or internal communication channels.
- Supports activities related to elections as needed by assisting with production of ballots, pamphlets, and other materials; provides support with vote-counting equipment; supports maintenance of storage application log on archived records for the county.

### ***Duties as Assigned - Recording***

- Indexing of daily records
- Import/Export images daily for archival proposes to the county's permanent record
- Assist customers in recording documents per ORS
- Maintain permanent record system of military discharges within Clatsop County
- Process and maintain a variety of records and documents required by law to be recorded, including but not limited to real estate plats, partition plats, liens, releases, deeds and mortgages, and marriage licenses, domestic partnership registrations, Board of County Commissioners' orders and agreements, and contracts generated by county departments.
- Records documents adhering to state laws, data integrity and quality control metrics, performs detailed review of documents and information, searches computerized records and microfilm images, applies and explains regulations



## JOB DESCRIPTION

---

and statutes that guide the recording process, assists customers in recording various documents to meet statutory guidelines.

- Determines recording and copy fees in accordance with state statute and county policy, collects payments, balances daily cash receipts.
- Prepares, records, scans, indexes and files variety of official and permanent records of the county.
- Assist with monthly billings to title companies, internal departments, clients and outside agencies (month end)
- Perform certification of documents entered into the public record for the public and outside agencies
- Maintains microfilm and scanning equipment.
- Perform research and train customers to research records
- Generate, prepare and receipt dog license applications and renewal mailings and payments
- Assist/correspond with customers in person, phone, mail, and email as needed
- Assist customers in proper completion of applications or registrations
- Accept and process passport applications; review for completeness in accordance with agency requirements
- Issue certified copies as requested for marriage license
- Maintain necessary training and education of departmental regulatory procedures, services, and statutory requirements for recording, elections, and passport acceptance
- Crosstrain for other department functions as needed to provide support associated with BoPTA and elections duties

### ***Mandatory Qualifications***

- Education and Experience
  - Minimum high school diploma / GED
  - Minimum two (2) years of experience and training and experience in a professional environment or any satisfactory combination of experience and training.
- Skills
  - Advanced knowledge of clerical and administrative support profession
  - Advanced record-keeping skills
  - Knowledge of advanced bookkeeping-related functions
  - Ability to read and write proficiently
  - Excellent customer service and problem-solving skills
  - Knowledge of office procedures and operation of various office equipment
  - Advanced data entry and computer operations skills
  - Working knowledge of PC and word processing software



# JOB DESCRIPTION

## ***Desired Qualifications***

- Ability to read and write Spanish
- Previous experience processing documents (e.g., passports, deeds, titles, licenses)
- Previous experience working with a county clerk and elections department

## ***Physical Demands***

May require moving materials, books, files, etc. up to 50 pounds. Long durations of sitting or standing.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

## ***Working Conditions***

Professional office setting.

## ***Supervisory Responsibility***

No supervisory responsibilities.