



JOB DESCRIPTION

<i>Title</i>	County Clerk	<i>Created</i>	Aug. 2012
<i>Department</i>	Clerk & Elections	<i>Revised</i>	July 2017
<i>Job Class</i>	M 6	<i>Safety Sensitive</i>	No
<i>Labor Union</i>	Unrepresented	<i>FLSA</i>	Exempt

Purpose

Direct operations, manage and supervise the Clerk and Elections department and staff.

Essential Functions

Adhere to federal, state, and local laws regarding the duties of the County Clerk, conduct of elections, voter registration, property tax appeals, permanent real property records, marriage licensing, marriage ceremonies, and archive management. Assign, review and alter workloads, establish policies and procedures, coordinate education and training opportunities, manage the receipt of fees collected each year to ensure proper distribution, and set expectations that provide direction to staff. Prepare, track and manage each division budget.

Specific duties include, but are not limited to, the following:

Elections Functions:

- Manage all election activity in Clatsop County to include the review of filings for candidates and committees, petition and measure filings received, manage voter registration processes, ballot preparation and vote tabulation procedures, ballot security measures and the development of office policies and procedures to improve the quality of services delivered to citizens.
- Study and adhere to election related federal, state and local laws, the County Charter and all other relevant ordinances and guidelines. Keep informed on pending legislation that might benefit or adversely affect the operations of the office and/or the County and update the County Manager and the Board of County Commissioners as necessary.
- Develop training materials and provide training to staff, election workers, district and city election officials, and volunteers regarding laws and conduct of elections.
- Plan, organize and implement a variety of schedules involving election dates, actions and personnel. Prepare and distribute ballot layouts, legal notices and sample ballots. Maintain all election records according to Secretary of State, Archives Division Oregon Administrative Rules regarding County and Special District records retention.
- Issue Notices of Appointment, Oath of Office, Certificates of Election and abstracts.
- Update election precinct maps and registration records and notify electors when annexations, formations, dissolutions, state and County Commissioner redistricting and postal address changes are implemented.



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- Respond to questions and requests for assistance for election information from the public, local election officials and candidates. Media exposure and public scrutiny are a regular part of the functions of this position. Coordinate news releases and media interviews with Public Information Officer.

Records Functions:

- Serve as the County archivist by providing oversight and recommendations to county departments on archival methods. Responsible for the preservation and management of archives maintained in a County records center, to include accession, inventory, tracking, storage, and destruction policies and procedures. Analyze and recommend appropriate action toward the short and long term records storage needs of the County. Maintain the County's public records to archival standards which includes the following areas of responsibility: Systems documentation; image, indexing, targets and certifications quality control; storage standards; impingement of obsolete or court-ordered records; removal; access; retention; destruction; research and retrieval; inventory and appraisal of records; and disaster planning.
- Maintain accounting records of monies owed and received. Verify and calculate amounts to be distributed to general ledger. Accurately and timely maintain all related financial records: accounts receivable; refunds; non-sufficient funds; account distribution; resolution and creation of new document types and fees, etc. Coordinate with Information Systems necessary updates to the Clerk's Records Application. Verify accounts and make necessary corrections. Collect payments, credit customer accounts, balance payments and deposit with Budget and Finance. Review delinquent accounts, re-bill and/or initiate small claims proceedings. Establish and maintain various payment procedures designed to meet procedural needs of the customer and independent auditor.

Clerk Functions:

- Maintain contact with Secretary of State Elections Division, Oregon Association of County Clerks, State Archives Division, Oregon State Vital Records Unit, Department of Revenue, U.S. Passport Agency, attorneys, appraisers, surveyors, special districts, title company personnel, other County departments, including county counsel, etc. Provide training and respond to unusual and/or complex questions and problems encountered by the above agencies and subordinates involving all areas of responsibility. Manage marriage and passport programs. Act as the department's Information System Representative, providing computer training and support to all staff within the Clerk & Elections Department and Board of Property Tax Appeals Department.
 - Prepare a variety of reports and summaries regarding activities related to the Clerk's Office. Prepare and publish legal notices; prepare commissioner agendas, contracts, purchase orders, etc.
 - Attend conferences, schools and seminars to keep informed of current election, recording and archival technologies, state and federal laws and legislation on
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elections and recording in order to maintain desired educational requirements for Oregon Association of County Clerks certification.

- Perform official duties of the County Clerk, such as solemnizing marriages, accepting and rejecting documents presented for recordation, administering oaths, issuing certificates of election to public officials, accepting district budgets, and certifying election returns, annual tax roll and documents of record. Ensure processing of liquor licenses, passports, abandoned property and personal effects.
- Prepare and present all necessary information and agenda items to the Board of County Commissioners at the direction of the County Manager.
- Supervise staff in the Records, Elections and Board of Property functions. Assign and schedule work, evaluate job performance, review work, provide education and training opportunities as needed, and establish the policies and procedures that provide the direction to staff. Initiate and conduct processes for hire, disciplinary action and termination.
- Formulate and present departmental budget for submission to County Manager. Monitor and manage fiscal operations of the department.
- Follow all safety rules and procedures established for work areas.

Auxiliary Functions:

- In the event of a declared emergency by the Board of County Commissioners, the employee is subject to a temporary emergency assignment according to the Emergency Management Plan, for which prior preparation or cross training may occur in an occasional "table- top" test exercise. The employee will return to regular assignment upon the vacation of the declaration of emergency.
- Oversee liquor license applications, abandoned and lost property process, issue pet licenses and park passes. Provide back-up support to subordinate personnel during peak workload periods and as staffing levels dictate. Ensure a clean, orderly, secure and safe office environment. Audit department expenses. Process accounts payable, receivable, petty cash, election billings, reports and time sheets for proper payment or reimbursement to County. Maintain work areas in a clean and orderly manner.
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<i>Mandatory Qualifications</i>

Bachelor's Degree or equivalent in Business or Public Administration plus broad specialized training in accounting, business or data processing. Minimum of five years' experience in a public records position and/or elections position, or any satisfactory combination of experience and training. Thorough knowledge of current records management technology; public records archives standards and laws; knowledge of accounting and budget methods; knowledge of general supervisory principles and techniques; advanced knowledge of state election and registration laws, sufficient to interpret and utilize related statutes; ability to plan and organize large-scale election activities, specifically with vote by mail elections. Be aware of changes in federal and state regulations relating to all areas of responsibility. Possess and maintain current driving privileges in the State of Oregon.



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Desired Qualifications

Specific experience in an Elections and/or Records office. Possess an Oregon County Clerk's certification for elections and/or recording, Elections Center Certification or classes credits. Knowledge of legal documents, property descriptions, accounting, public records, archival and records management terms and processes.

Physical Demands

Physical demands typically involve moving materials weighing up to 15 pounds. Weekly handling of large deeds books, cases of envelopes, forms, etc., weighing up to 50 pounds.

Working Conditions

Usual office working conditions.

Supervisory Responsibility

Responsible for supervising 6 to 8 regular employees and up to 75 casual employees during elections.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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