



WORKING TITLE: SENIOR OFFICE SPECIALIST (Clerk's Office)	CLASSIFICATION: SENIOR OFFICE SPECIALIST
DEPARTMENT: ADMINISTRATION	DIVISION: VARIES
PAY RANGE: OPEU 10	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: January 2014

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs advanced secretarial work, specialized clerical office support, and specialized work of an accounting nature. Provides Chief Deputy County Clerk and County Clerk with a full range of secretarial assistance, relieving supervisors of clearly defined and delegated administrative or technical details, permitting supervisors to concentrate on directing program goals, objectives, and activities, and performing professional level work.

Performs, coordinates, and organizes general and specialized clerical tasks requiring considerable knowledge of laws and procedures relating to the position. This position is in a department with more than one program. It requires detailed processing of program activities, performs general duties in all program areas, and any combination of specialized or general duties.

Performs technical and clerical 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 office.

SUPERVISION RECEIVED:

Works under direct supervision of the Chief Deputy Clerk who evaluates performance for effective functioning of assigned programs and for quality, neatness, and accuracy of services provided. After reaching full performance level, work is performed independently under guidelines and policies ranging from explicit to vague.

SUPERVISION EXERCISED:

Employees with considerable experience may train and orient new employees and assist on difficult problems.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Provides a full range of secretarial assistance to a supervisor including;
 - Receptionist services
 - Typing; correspondence, reports, notices, minutes, and manuals
 - Maintains records of department receipts and expenditures
 - Performs administrative tasks such as gathering and analyzing information
 - Prepares reports with little direction other than a brief description of results expected.
- Directs and participates in administrative support work of the office.
- Provides information to the public concerning department programs and operations which do not need to be addressed by a superior.
- Performs and maintain voter registration and assist with election administration tasks.
- Understands and explains local, state and federal election laws to fellow staff members, other county employees and members of the public.
- Performs data entry, address correction, reporting, ballot counting and proofing as needed.
- Assists citizens in understanding and exercising their voting rights and responsibilities.
- Performs occasional work after hours, depending on the office work cycle.
- Performs a wide variety of technical and clerical tasks which demands considerable understanding of legal terminology, laws, court procedures, and interpretation of a variety of statutes, rules, procedures, and regulations.
- Performs clerical work of an accounting nature, i.e., maintains cost-accounting records of the department including transaction records, and reports; balances department revenue received, issues invoices and codes revenue.
- Tabulates department program and activity data and submits reports to county, state, and federal offices.
- Answers the phone and responds to questions and inquiries as needed.
- Records, indexes, and scans Deed, Mortgage and other property records.
- Locates and prepares official documents (marriage licenses, DD-214s, etc.).
- Produce, assemble and prepare information packets as needed.
- Prepares records and documentation for microfilming.
- Operates a computer terminal, and word/data processing device for input, proofing, and editing of printouts.
- Requests printout runs of information by completing a sequence of instructions needed to execute directions in a computer.
- Performs some tasks of a problem-solving nature with computer input and retrieval devices, and computer programs.
- Designs some computer files or documents to meet specific needs of the department or related departments.
- Processes Board of Property Tax Appeals (BoPTA) documents, requests, Board Orders and answers questions from property owners, other County employees and state agencies.
- Operates department-specific computer software and hardware.
- Assists customers in acquiring licenses (marriage, business, etc.), and passports.
- Performs other related work as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Purposes and procedures related to workflow of the programs of the Clerk's Office.
- Local, state and federal election laws.
- Real estate transactions, forms and procedures.
- Bookkeeping procedures as required by the position.

SKILL IN:

- Operation of office equipment relevant to the area of assignment.
- Communication, both orally and in writing.
- Proofing work personally performed and work done by others.

ABILITY TO:

- Read, comprehend, interpret, and apply laws, rules, regulations, and procedures.
- Analyze accounting records and prepare clear and concise reports as required.
- Establish and maintain effective working relationships with department employees, other county employees, county officials, and the public.
- Work proficiently both independently and in a team environment dealing with the public and co-workers in a pleasant, tactful and courteous manner.
- Operate a ten-key calculator as required by the position.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

One year clerical or secretarial work experience at a level equivalent to Office Specialist 2. Course work and training related to the position may substitute for up to six months of experience. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Must successfully pass a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an 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. Incumbent will encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 50 pounds occasionally.

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.