



SHERMAN COUNTY
invites applications for the position of:

Deputy Clerk

DEPARTMENT: County Clerk

SALARY RANGE: \$3,383 - \$4,535 Monthly

CLOSING DATE: Until Filled

POSITION SUMMARY AND GENERAL STATEMENT OF DUTIES:

Regular full-time, salaried position, 40 hours per week or 1.0 FTE with flex-time for overtime. This position is flexible in time spent as needed and demanded by the duties and clients. Supports County Clerk in day-to-day operations. Researches, coordinates and administers programs, policies and procedures to ensure consistency and compliance with federal, state and local laws and requirements.

- Performs a variety of specialized clerical and administrative duties in conducting the activities of the County Clerk's office. Duties include, but are not limited to activities involving elections, document recording, providing customer service with record research, issuing marriage licenses, domestic partnerships, filing surveys, plats and court documents, passport photos, Board of Property Tax Appeals, and other activities as assigned. Required to become certified as a Passport Acceptance Agent and Notary Public within 4 months of hiring.

SUPERVISION RECEIVED:

Works under the supervision of the Sherman County Clerk.

ESSENTIAL FUNCTIONS: (Duties may include, but are not limited to the following)

- Assists with a variety of duties involving Elections, Recording, Marriage Licenses, Domestic Partnerships, Passports, Board of Property Tax Appeals, depending on workload requirements.
- Performs recording functions of screening, recording, indexing and scanning documents following ORS Chapter 205 and any county ordinances. Files surveys; assists with voter registration, elections, marriage licenses, declaration of domestic partnerships and acts as agent for passport applications, takes passport photos. Works to continually upgrade level of service provided to the public in accordance with Clerk's Office policy.
- Provides excellent customer service in a professional manner.
- Able to use tact, diplomacy, discretion and courtesy in dealing with others.
- Able to maintain a high degree of confidentiality.

- Able to establish and maintain cooperative working relationships with coworkers, county personnel, other agencies, state and local government officials, candidates, media representatives, and the general public.
- Assists with providing information from the public record, including record retrieval of deeds, mortgages, marriage, elections, survey and other records;
- Performs miscellaneous office functions including heavy computer data entry; document scanning, copying and printing; use of microfilm reader/printer, 10-key adding machine, typewriter; operation of passport photo camera and postage meter; distributes and processes departmental mail; assigned special projects as deemed necessary.
- This position requires the ability to multi-task, utilize effective problem solving skills, flexibility, and basic computer skills including the ability to learn procedures and computer applications quickly.
- The successful candidate must work proficiently both independently and in a team-oriented environment, be detail oriented, exhibit excellent communication skills, and may experience frequent interruptions.
- Maintains and assists with probate, small estate, and juvenile case files for the County Court.
- Assists with safekeeping and maintenance of county public records and files, including: real property deeds, mortgages, liens, surveys, plats, etc; County Commissioner/County Court records including meeting minutes and journals; summary of county tax rolls and certifications of assessment rolls; all county, city and district budgets; audit reports, all official files pertaining to special district formation, annexation; county road records, etc.
- Able to read, comprehend, interpret, apply and comply with the functions, procedures, laws, rules, regulations, and procedures pertaining to the office.
- Able to communicate effectively, both in writing and verbally.
- Requires use of English grammar, spelling and proofreading skills.
- Become certified and perform duties of a Passport Acceptance Agent.
- Become commissioned and perform responsibilities of an Oregon Notary Public.
- Perform accounting and recordkeeping functions as assigned.
- May make routine financial transactions, post data to department or fiscal records according to predetermined criteria.
- Perform related duties as required.

DESIRABLE QUALIFICATIONS:

- Knowledge of modern business standards, methods and practices.
- Possess working knowledge of clerical and office procedures and methods.
- Must have strong ability to plan workload, organize and accomplish activities accurately.
- Possess excellent organizational skills in order to meet deadlines.
- Possess broad knowledge of computer systems and office machinery.

PERFORMANCE FACTORS NOT PREVIOUSLY IDENTIFIED:

- Attendance and dependability: The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate and thorough manner and is conscientious about assignments.
- Must have a valid Oregon driver's license and insurance as required by the State of Oregon. 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.

EDUCATION AND/OR EXPERIENCE REQUIRED:

Associates degree with major course work in office administration and four years of experience of a responsible nature in administrative, fiscal or legal office management work; or any equivalent combination of experience, education and training.

JOB CONDITIONS AND PHYSICAL DEMANDS:

- **JOB CONDITIONS:** Heavy computer use on a continual basis. Overtime will be necessary during elections. While performing the duties of this job, the employee is regularly required to sit, talk, see, hear, walk, handle objects, tools, standard keyboards of office equipment, and reach with arms and hands. Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10 – 25 pounds).
- **PHYSICAL DEMANDS:** The physical demands are typical 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.
- **ADA COMPLIANCE:** Physical capability to handle high mobility demands and complex personal interactions.
 - a. Physical Ability: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-25 pounds).
 - b. Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability. Some tasks require the ability to perceive and discriminate sounds.
 - c. Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, pollen, odors, wetness, humidity, rain, fumes, temperatures and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Sherman County will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

EVALUATION:

The Deputy Clerk's performance is evaluated formally once each year by the Sherman County Clerk. Interim reviews are conducted through informal conferences and status reports.

GUIDELINES:

Work is performed under the supervision of the County Clerk who assigns work and reviews performance for departmental standards and procedures, along with compliance of federal, state and county statutes, rules, regulations and ordinances; established accounting and auditing theories, principles and practices and overall results.

An Application for Employment is available on the Sherman County website <https://www.co.sherman.or.us/documents/employment-application/> or at the Sherman County Clerk's Office.

Applications must be returned to:

Sherman County Clerk
500 Court Street
PO Box 365
Moro, OR 97039
541-565-5002

Sherman County is an Equal Opportunity Employer
