

# **JOB DESCRIPTION**

## **FOR**

# **BAKER COUNTY CLERK**

**Position Overview:** The County Clerk is an elected official, with a four-year term. Statutory responsibilities of the County Clerk are dual in nature, involving on the one hand the office as an administrative subdivision of state government and on the other hand the clerk's responsibilities vis-a-vis the County Court. The County Clerk's office is the main public record keeping agency in the county, recording property transactions, marriage records, and military discharges; issues marriage licenses; performs marriage ceremonies; and serves as Clerk of the Board of Property Tax Appeals. The County Clerk is the county election official charged with registering voters, maintaining up-to-date voting lists, accepting declarations of candidacy for public office, and coordinating the conduct of elections at the county level. In these duties, the County Clerk also works with legislature and Secretary of State regarding election legislation; providing for public education regarding elections; and representing Elections to media, Oregon Association of County Clerks and similar national organizations; acts as executor of the dictates of the County Court, which provides voting equipment, has authority to call emergency elections, designates precincts and taxing districts. In addition to these electoral duties for the County Court, the County Clerk maintains the proceedings of the County Court meetings for public record.

**Number of Employees reporting to this position:** Two daily and up to 12 during an election cycle.

**Daily Reporting Positions:** Deputy Elections; Deputy Clerk

**Work Environment:** This position works in an office environment with frequent interruptions and the pressure of deadlines. The County Clerk has a high level of contact with state, federal and local officials, other department members, media, volunteers, and the general public to resolve problems, provide service, interpret laws and policies, and to give or exchange information.

**Qualifications:** Must be a U.S. citizen, 18 years of age, a resident and an elector of the county one-year prior to election.

### **Essential Job Functions:**

- Physical:
  1. Duties are varied and may require long periods of standing and/or sitting, bending, lifting, and reaching.
  2. Requires periodic evening and week-end work
  3. Must be able to perform a variety of keyboard functions
  4. Must be able to lift up to 40 pounds
  5. Must be able to climb a ladder
- Mental
  1. Must be able to comprehend and interpret Oregon Statutes (ORS) and Administrative Rules (OAR).
  2. Must be able to apply extensive or obscure guidelines to a wide variety of work situations.
  3. Must be able to accurately perform multiple tasks simultaneously.
  4. Must be able to establish and maintain effective and cohesive working relationships with staff, public and private officials, and the general public.
  5. Must be able to plan, assign and evaluate the work of staff.
  6. Must be able to convey information clearly and concisely.

### **Job Duty Outline:**

1. Responsible for all duties required for the maintenance and preservation of all public and county records.
2. Responsible for voter registration, maintaining up to date voter records, accepting declarations of candidacy for public office, and coordinating all processes of the elections.
3. Perform the administrative duties of the Board of Property Tax Appeals and serve as a liaison among board members, Department of Revenue, County Court, and the public.
4. Maintain all proceedings of the County Court for public record.
5. Preparation and administration of:
  - a. Clerk's General Fund Budget
  - b. Clerk's Recording Fund Budget
6. Issue, record, and certify Marriage Licenses and Certificates of Marriage
7. Perform marriage ceremonies
8. Prepare manuals, conduct training of election board member
9. Compose, adopt, and oversee execution of office policies pertaining to recording laws and standards, the conduct of elections, BOPTA hearings, security and disaster plans.

10. Passport Acceptance Agent
11. Provide notary service for the county

**Skills:**

- Extensive use and operation of:
  - AS 400 programs (data entry and retrieval)
  - Ballot Tabulation Equipment
  - Calculator
  - Copy and Fax Machines
  - Duplicator Machine
  - Microfiche Camera
  - P C software, such as Word, Excel & Outlook
  - Reader/Printer
  - Smart Mailer and Software
  - Typewriter
  
- In addition to general office duties, knowledge and ability to perform all duties relating to:
  - Accounts Payable
  - Accounts Receivable
  - Board of Property Tax Appeals
  - Budget Preparation and Administration
  - Election Processes
  - Notary Public (State Commission)
  - Oregon Administrative Laws
  - Oregon Revised Statutes
  - Passport Acceptance Agent (Federal Appointment)
  - Payroll
  - Recording Processes
  - Research