

Steve Druckenmiller
Linn County Clerk



P.O. Box 100, Albany, Oregon 97321
Archives 541-967-3830
Elections 541-967-3831
License 541-967-3830
Recording 541-967-3829

AVAILABLE POSITION

CLASSIFICATION TITLE: ELECTIONS/RECORDS CLERK

CLASSIFICATION NUMBER: 17

CLASSIFICATION CATEGORY: SEIU

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform highly complex and varied functions involving the review for sufficiency of real property documents for recordability; preparation for and execution of elections, and continuing maintenance of voter registration records. Position includes data manipulation through computer access involving a wide range of responsible technical work, and extensive public contact duties including issuance of marriage licenses and other clerical/informational related activities.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL AND ABILITY:

Thorough knowledge of business English, spelling, punctuation and arithmetic. Thorough knowledge of standard office and data processing practices and procedures. Strong typing skills. Thorough knowledge of recordkeeping and reporting. Ability to work with minimal supervision within defined work procedures. Ability to plan, organize, and supervise assigned subordinate clerical personnel. Ability to comprehend and interpret pertinent laws, rules, and regulations. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain harmonious working relationships with subordinates, co-workers and the general public. Ability to understand oral and written instructions. Ability to use tact and judgment in dealing with the public.

EXPERIENCE, EDUCATION AND TRAINING: Three years of progressively responsible clerical experience in bookkeeping, accounting, secretarial science, data processing or related fields which include some supervisory experience. Graduation from a senior high school, supplemented by appropriate associate degree in bookkeeping, accounting, secretarial science or data processing; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work may be substituted for the above.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

FULL TIME, 37.5 HOURS PER WEEK. OVERTIME REQUIRED.

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SALARY, BENEFITS, COMPENSATION: Linn County offers an excellent benefits package which includes fully paid contribution to the Oregon Public Employees Retirement System, paid holiday, vacation and sick leave, options for medical, dental and vision care insurance, options for deferred compensation, an employee assistance program, and longevity pay.

Current salary range:

SALARY: \$3,250 - \$4,156

CLOSING DATE: September 26, 2022

HOW TO APPLY: Application forms may be obtained, along with the Job Classification, at the Linn County webpage www.co.linn.or.us/jobstemp.html. Submit a completed Linn County Employment Application Form to:

Marcie Richey, Chief Deputy Clerk
Linn County Clerk's Office
Courthouse Room 205
300 SW Fourth Avenue
Albany, OR 97321

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER