

Steve Druckenmiller
Linn County Clerk



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

JOB ANNOUNCEMENT
October 9, 2023

INTERNAL POSTING

CLASSIFICATION TITLE:	CHIEF DEPUTY CLERK
CLASSIFICATION NUMBER:	072
PAY RANGE:	019
CATEGORY:	MANAGEMENT/EXEMPT

DEPARTMENT: CLERK'S OFFICE

ESSENTIAL FUNCTIONS OF THE JOB:

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Assumes duties of County Clerk in the absence of the clerk. (daily and during illnesses or vacation), making decisions for the clerk and handling personnel matters including selection and dismissal. Conducts annual employee evaluations in the Clerk's Office or when needed.
2. Provides general information and interprets laws and departmental regulations for the public; participates in the resolution of difficult public relations problems through personal meetings or correspondence.
3. Supervises section supervisors. Indirectly supervises subordinate clerical staff in all sections; recording, elections, records and licensing; trains employees and assists them in work according to changing workloads and departmental requirements; determine need for and train temporary help; conduct work performance audits; recommend new procedures as necessary; assist section supervisors in resolving procedural matters and interpreting legal issues; and make determinations regarding the procedures to be followed for complex issues. Assigns work to supervisors as well as subordinate clerical staff at the chief deputy's discretion
4. Reviews employee timesheets; creation of payroll; daily balancing of all revenues collected; reviews all payables, and the reconciling of accounts against the Treasurer's records.
5. Exclusive supervisory responsibility for all activities relating to Oregon Centralized Voter Registration System (OCVR) and exclusive supervisory responsibility for all activities relating to Linn's election vote tally vendor software. These responsibilities result in the ultimate technological responsibility for coordinating the creation, processing, tallying and auditing of ballots for all elections, calculating and billing of election costs to cities, districts, and state when applicable.
6. Responsible for representing the Clerk's Office with recording software vendor when there are technological and procedural issues that arise with recording processes.
7. Prepares financial reports and statements such as summaries of department fiscal operations, transfer of line item budget amounts; confers with and advises supervisors on section budget matters, and annual internal control.

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8. Coordinate the data processing requirements of County Clerk's Office with the County Information Technology Department.
9. Maintain County Lost and Found.
10. Records and tracks County Clerk's Office inventory.
11. Assists County Clerk with annual budget planning, personnel matters; conducts special surveys or studies, supervises preparation of reports documenting services of the office as required by statute.
12. Train and supervise Board of Property Tax Appeals clerk and oversee processes and procedures.
13. Liaison with State Archives; prepares for transporting of microfilm to State Depository and offsite county location; Maintains Archive inventory files.
14. Liaison to Post Offices, election supply vendors, state audit division, and federal auditors for the Help America Vote Act.
15. Attends ad hoc meetings with the Secretary of State's Office pursuant to election issues and procedures and serves on election technology committees.
16. Performs other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of state and local laws and regulations governing the activity of the County Clerk's office with emphasis on election laws, practices, and processes. Thorough knowledge of bookkeeping and accounting principles and practices and their application to governmental fund accounting. Knowledge of personnel matters relating to workers compensation, unemployment compensation, PERS, and established safety practices.

Considerable knowledge of office management practices. Considerable knowledge of data processing practices and their application to recording and elections functions. Ability to work with highly technical election and recording software programs and maintain exacting standards of accuracy.

Ability to exercise judgment and initiative in analyzing and responding to administrative problems. Ability to comprehend and interpret laws, regulations, and rules. Ability to compile and write comprehensive and concise reports. Ability to develop and maintain effective working relationship with staff and general public.

EXPERIENCE, EDUCATION AND TRAINING: Six years of progressively responsible office experience including accounting and supervisory responsibilities as they relate to a County Clerk's office; specifically, extensive experience in the conduct of elections. Graduation from high school or possession of the equivalent GED certificate, supplemented by course work in governmental fund accounting. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

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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**

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move 30 pounds.

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, and employee assistance program, longevity pay, alternate and flexible work schedules and more. Current salary range and total compensation (depending on qualification):

SALARY RANGE: \$5,799 - \$7,314

CLOSING DATE: October 24, 2023

HOW TO APPLY: Submit a completed Linn County Employment Application Form along with a resume and cover letter to: Marcie Richey, Clerk's Office, P.O. Box 100, Albany, OR 97321; FAX: 541-926-5109. Application forms may be obtained, along with the Job Classification, at the Linn County webpage www.co.linn.or.us/jobstemp.html. Application forms can also be obtained at the Oregon Employment Division in Albany.

LINN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER