



Keri Hinton

Yamhill County Clerk

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Board of Property Tax Appeals • Business Licenses • Elections • Marriage Licenses • Passports • Recording • Voter Registration

MEMO

To: Ken Huffer, County Administrator
From: Keri Hinton, County Clerk
CC: Lindsay Berschauer, and Human Resources Dept.
Date: August 11, 2022
Re: Position authority for Elections Supervisor

I respectfully request position authority and to create the position of an Elections Supervisor. In 2019 a similar position of a Program Coordinator was attempted to meet the election needs of the Clerks' office but only lasted a short time. There are many anticipated changes in the upcoming year and into the future that will require staff with more expertise to navigate this function of the Clerks' office. There is also a growing need to begin to train and cross-train existing and new employees to be able to assist during busy election seasons as well as the training and coordination of the volunteers and election board workers. This position will ensure that staff and volunteers are working efficiently and effectively to ensure a safe and secure election each and every time.

The proposed position will be classified as an Elections Supervisor, Range 19 and will be a non-bargaining position due to the confidential nature of the job. Upon your approval the Clerk's budget is able to make the necessary adjustments to accommodate this request.

Sincerely,

Keri Hinton

Keri Hinton
Yamhill County Clerk

Accepted by Yamhill County
Board of Commissioners on
8-18-2022 by Board Order
22-267