



<b>WORKING TITLE:</b> OFFICE ADMINISTRATOR SUPERVISOR	<b>CLASSIFICATION:</b> SENIOR OFFICE ADMINISTRATOR
<b>DEPARTMENT:</b> CLERK	<b>DIVISION:</b> CLERK'S OFFICE
<b>PAY RANGE:</b> NBYCM 20	<b>FLSA CATEGORY:</b> EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8810
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> AUGUST 2025

## **JOB DESCRIPTION**

### ***GENERAL STATEMENT OF DUTIES:***

Supervises organization, planning, and implementation of specific programs within the County Clerk's Office. Consults with other public and private entities in development of facilities and programs. Provides supervision and technical assistance to other staff members as well as delegates work, provides direction and reviews work, as necessary. Develops and provides training to department staff, advisory groups, and other agencies. Responsible for a variety of confidential and advanced administrative support duties of considerable complexity. Provides leadership and assistance to the County Clerk.

### ***SUPERVISION RECEIVED:***

Works under the supervision of the County Clerk or designee with considerable independent judgment.

### ***SUPERVISION EXERCISED:***

Supervises and provides administrative direction for office staff and volunteers or other County Clerk Office staff as assigned by the County Clerk.

### **DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Coordinates and provides advanced technical assistance to members of the public and staff such as recording, public records, licenses, passports, and election administration, completing reports and data management.
  - Provides information on recording laws, department policies, passport acceptance procedures, and a variety of programs available to the public.
  - Performs accounts payable functions, budgeting, cash handling, and maintains filing systems including archived records.
  - Assists and oversees data entry input, maintenance, and updates to multiple software systems and platforms.
  - Oversees delegated workflow and statutory deadlines.
- Coordinates and compiles operational data and generates summary and statistical reports related to specific program areas.
- Coordinates and directs the archival and storage of permanent records and maintains records in accordance with state retention requirements.
- Assists customers and provides information to the public and other

departments concerning laws and the applicability of federal, state, and local laws.

- Coordinates and directs staff with duties associated with the yearly session of the Property Value Appeals Board.
- Monitors and directs the issuing and processing of business, marriage, and domestic partnership licenses.
- Monitors and directs the recording functions of screening, recording, and scanning documents.
- Analyzes laws, ordinances, and regulations affecting specific program areas and recommends changes in procedures to improve operations and meet statutory requirements.
- Operates general office equipment and computers as well as technical systems and software related to the program areas of the Clerk's Office.
- Performs other duties of a similar nature or level as required by the County Clerk.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Local, State, and Federal laws, statutes, administrative rules, and policies governing the department's operations.
- Leadership and supervisory principles and practices including planning and organizing.
- Confidentiality rules, especially those specific to the program area.
- General office management principles and practices, including record keeping, records retention, data entry, spelling, punctuation, capitalization, word usage, and proper sentence construction of the English language.
- Principles and concepts appropriate to serve department stakeholders. Microsoft Office Suite products including Microsoft Word, Excel, Outlook, and Publisher.

#### **SKILL IN:**

- Effective communication, both orally and in writing.
- Maintaining and preparing accurate records and reports.
- Designing policies, overseeing implementation of initiatives and strategies, and evaluating outcomes.
- Planning, prioritizing, organizing, and managing change in a fast-paced environment.
- Interpreting and applying laws, rules, and regulations related specifically to the department.
- Interacting effectively and professionally in confrontational situations.

#### **ABILITY TO:**

- Supervise and constructively evaluate performance of subordinates.
- Develop and maintain effective working relationships with other employees, citizen groups, elected officials, and the public.
- Work independently and demonstrate strong initiative.
- Recognize, evaluate, solve problems, and correct errors, and develop processes that reduce redundancy.
- Evaluate workflows, develop plans, and implement appropriate actions.
- Plan and organize large-scale and complex activities making decisions independently while in accordance with established policy, statutes, and laws.
- Interpret and apply laws and policies to specific areas related to the program area.

- Attend work as scheduled and/or required. Operate and succeed within a team.

#### **MINIMUM EXPERIENCE AND TRAINING:**

High school diploma or equivalent and five years' work experience of increasingly responsible administrative or supervisory experience related to office administration. Training and/or experience in customer service, accounting, and record keeping preferred. College level coursework or training in an area relatable to the position may substitute for one year of experience. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

#### **OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. 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.

Employment will be subject to successful completion of a background check and voter registration in the State of Oregon.

#### **WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The employee in this position typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. The employee may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands are representative 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.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*