



WORKING TITLE: CHIEF DEPUTY COUNTY CLERK	CLASSIFICATION: CHIEF DEPUTY COUNTY CLERK
DEPARTMENT: CLERK	DIVISION: CLERK
PAY RANGE: NBYCM 20	FLSA CATEGORY: EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: MAY 2021

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Supervises, coordinates, and administers staff assignments for County Clerk personnel, acts as County Clerk in the Clerk's absence.

SUPERVISION RECEIVED:

Works under general supervision of the County Clerk who outlines objectives and reviews performance for overall results.

SUPERVISION EXERCISED:

Provides administrative direction and direct supervision to all clerk support personnel.

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:

- Assists in developing, implementing, and modifying department goals, objectives, policies, and procedures.
- Directs and participates in developing and implementing new programs, procedures, and special projects as assigned.
- Interviews job applicants and recommends personnel actions relating to hires, promotions, demotions, disciplines, and discharges of all support personnel.
- Assists in annual preparation of the department budget.
- Performs recordkeeping, compilation of data, and preparation of reports to the public and the Secretary of State as required.
- Explains Oregon laws and administrative rules relating to elections and public records to staff and to public.
- Performs staff education and training programs.
- Assists in preparation of directives to guide local election authorities in administration of election law.
- Represents the Clerk's office to the news media in the absence of the Clerk.

JOB SPECIFICATION

KNOWLEDGE OF:

- Statutes, orders, administrative rules, resolutions, and directives pertaining to public records and election administration.
- Principles and practices of organization, administration, and supervision.

SKILL IN:

- Communicating effectively, both orally and in writing.
- Planning, organizing, coordinating, and supervising others.
- Public speaking.

ABILITY TO:

- Work independently and delegate responsibility.
- Plan, organize, coordinate, and supervise the work of subordinates.
- Express ideas effectively, both orally and in writing.
- Represent the county clerk before other departments, boards, and committees.
- Interact with co-workers and the public in a helpful, courteous, and tactful manner.
- Establish and maintain effective working relationships with subordinates, the CountyClerk, other county workers, and the public.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Four years of increasingly responsible administrative or management experience including experience in public records and election administration. Some training and/or experience in accounting. Any satisfactory equivalent combination of experience and training which ensures 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.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent 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. Incumbent 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 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.