



WORKING TITLE: OFFICE SPECIALIST TECHNICIAN	CLASSIFICATION: OFFICE SPECIALIST TECHNICIAN
DEPARTMENT: CLERK'S OFFICE	DIVISION: CLERK'S OFFICE
PAY RANGE: OPEU 12	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: SEPTEMBER 2025

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs a wide variety of advanced, highly responsible, technical and specialized clerical, accounting, data entry and auditing duties required to support the County Clerk's office. Exercises considerable independent judgment and discretion involving technical considerations and interpretation of statutes. A greater involvement in subject matter distinguishes this classification from other Office Specialist classifications.

SUPERVISION RECEIVED:

Works under general supervision of an administrative superior who reviews work for conformance to department standards.

SUPERVISION EXERCISED:

Supervision is not a responsibility of this class; however, an experienced employee in this class may provide on-the-job training and orientation to a new employee in this or a lower-level class.

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

- Processes daily mail, verifies proper fee payments, and numbers recorded instruments.
- Provides advanced technical assistance to members of the public and staff in program areas related to recording, public records, licenses, and election administration.
- Performs data entry, maintenance, and update to voter registration and recording centralized systems.
- Assists citizens with application processes for a variety of county programs, services, licenses, voter registration, passports, and property records.
- Records, maintains, and follows retention procedures for various property records, military discharges, and marriage license indexes.
- Provides support for all elections and recruitment of election workers, as directed.
- Assists with duties associated with the yearly session of the Property Value Appeals Board as necessary.
- Acts as a trusted source of information for questions from both the public and fellow staff.

- Provides customer service support in person, by telephone or via written correspondence.
- Performs account payable functions, collect and record cash payments, balance receipts, bank monies received.
- Performs other duties as assigned.
- Operates office equipment and computers with multiple specialized software systems and platforms.

JOB SPECIFICATION

KNOWLEDGE OF:

- Procedures relating to workflow of the program or department.
- Local, State, and Federal laws, Oregon Revised Statutes and Administrative Rules, and policies governing the department's operations.
- Microsoft Office Suite products, general office principles, customer service practices, and current office technologies.

SKILL IN:

- Communicating effectively and professionally, both orally and in writing.
- Using proper grammar, spelling and punctuation.
- Interacting effectively and professionally in confrontational and stressful situations.

ABILITY TO:

- Read, comprehend, interpret, and apply laws, rules, regulations, and procedures for assigned programs.
- Understand and execute complex oral or written instructions.
- Work, organize, and carry out work assignments independently with some supervision.
- Work and communicate courteously and effectively with other employees, citizen groups, elected officials, and the public in a helpful, pleasant, and courteous manner.
- Adapt to changing priorities while maintaining accurate, detailed records and meeting inflexible deadlines.
- Operate and succeed within a team.
- Follow security procedures and maintain confidentiality especially in program areas specific to the department.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

A high school diploma or GED and three years' experience working in a fast paced, customer service-oriented office environment are required.

Prior experience that has included the application of laws, policies and procedures is preferred. Experience in a recording or legal office is preferred; any satisfactory combination of experience and training which ensures the ability to perform the work may substitute for the above.

OTHER REQUIREMENTS:

Ability to work Monday through Friday 8 a.m. to 5 p.m. 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.

Will be subject to successful completion of a background check and must be a registered voter 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 will 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 20-30 pounds.

Contact with the public 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.