

# **LINN COUNTY CLASSIFICATION**

**TITLE: CHIEF DEPUTY CLERK**  
**NUMBER: 072**  
**PAY RANGE: 19**  
**CATEGORY: MANAGEMENT/EXEMPT**

**APPROVAL ORDER**  
**NUMBER: 2014-261**  
**DATE: August 12, 2014**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Assists in the overall management of the County Clerk's office; supervises and participates in the work of the elections, recording and records sections of the County Clerk's office.

SUPERVISION RECEIVED: Works under the general supervision of the County Clerk who establishes policies and general procedures, advises on difficult statutes or procedural matters and evaluates work for effectiveness and adherence to policies and statutes.

SUPERVISION EXERCISED: Exercises direct supervision over section supervisors and indirect supervision over subordinate clerical staff; oversees the selection of new personnel; assigns duties, provides training, schedules leaves of absence, evaluates performance and recommends personnel transactions; serves as step 2 in employee grievance procedure.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in 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 vacations), 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. Supervise 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. 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.

5. Has 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 including calculating and billing of election costs to cities, districts and state when applicable.
6. Liaison with State Archives; prepares for transporting of microfilm to State Depository and off-site county location; maintains archive inventory files. Responsible for representing the Clerk's Office with recording software vendor when there are technological and procedural issues that arise with recording processes.
7. Coordinate the data processing requirements of County Clerk's office with the County Information Technology Department.
8. Maintain County Lost and Found. Records and tracks County Clerk's Office inventory.
9. 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.
10. Train and supervise Board of Property Tax Appeals clerk and oversee processes and procedures.
11. Liaison to Post Offices, election supply vendors, state audit division and federal auditors for the Help America Vote Act.
12. Attends ad hoc meetings with the Secretary of State's Office pursuant to election issues and procedures and serves on election technology committees.
13. Develops and maintains effective, harmonious and reasonable work relationships with others.
14. Maintains regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work which may be similar to, related to, or a logical assignment for the position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

**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 the 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 a high school or possession of the equivalent GED certificate, supplemented by course work in governmental fund accounting. Any satisfactory equivalent combination of experience, education and training which ensures and demonstrates the ability to perform the work described may substitute for the above.

**NECESSARY SPECIAL QUALIFICATIONS:** Possession of a valid Oregon Drivers' License and an acceptable driving record at the time of appointment may be a condition of employment.

**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 long periods of standing. The work requires the ability to lift or move 30 pounds. The position requires periodic travel.