



DEPUTY COUNTY CLERK 1

Classification #: 047
FLSA: Non-Exempt
EEOC: 06

GENERAL STATEMENT OF DUTIES:

Performs a variety of general and technical support services to the public, the staff in the County Clerk's Licensing and Records Division, and to other county departments.

SUPERVISION RECEIVED:

Works under the supervision of the Licensing and Records Supervisor, who assigns work and reviews performance for conformance to departmental standards and legal requirements.

SUPERVISION EXERCISED:

Supervision of other employees is not a responsibility of positions in this class.

EXAMPLES OF DUTIES: (Duties may include, but are not limited to the following)

1. Microfilms documents; edits microfilm and reviews microfilm for quality control; assists the Records Coordinator in tracking film sent to, and received from, the vendor.
2. Processes and shelves records in county archives; transports records between archives and county departments; applies legal guidelines regarding retention and destruction of archived records.
3. Inventories and performs searches of archived records; maintains tracking system on location of archived records.
4. Operates computerized optical scanner to copy recorded documents into system; prepares documents for scanning; performs searches and generates reports from system.
5. Mails recorded documents to appropriate parties.
6. Performs data entry, filing, and copying; proofreads Recording Index.
7. May be assigned to work in Elections, Recording, Board of Property Tax Appeals or Clerk Administration depending upon workload requirements.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILLS AND ABILITY:

Knowledge of numeric and alpha filing systems; basic knowledge of computerized data entry methods; ability to identify errors and transpositions in numerical and written information; some knowledge of

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basic office procedures; some knowledge of records management techniques; ability to learn the operation of micrographics and optical scanning equipment; ability to respond to the needs of various county departments in terms of filing and storage of files; ability to lift and move up to 35 pounds; ability to ascend and descend ladders while carrying heavy objects; ability to operate a hand truck; ability to maintain regular and punctual attendance; ability to follow directions and work cooperatively with other employees.

EXPERIENCE AND TRAINING:

1. Graduation from high school; AND
2. One year of office experience which included work with a variety of filing systems, and preferably included records management experience and experience with data entry equipment;
OR
3. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

SPECIAL CHARACTERISTICS:

1. Some positions in this class must possess a valid Oregon driver's license, and possess and maintain an acceptable driving record.

ADOPTED: 2/89

REVISED: 5/96; 11/01; 10/08 (no changes made);