

The Election Center

national association of election and voter registration officials

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RECRUITMENT ANNOUNCEMENT

LANE COUNTY, OREGON

Lane County Human Resources
125 E. 8th Ave, Eugene OR 97401
541-682-3665

Office Hours: 10am – 5pm
Monday through Friday
www.lanecounty.org/jobs

Recorded Job Info: 541-682-4473
HumanResources@co.lane.or.us

Lane County is an Equal Opportunity Employer and complies with the ADA.

Individuals from diverse cultures are strongly encouraged to consider this career opportunity.

WORKING TITLE / TITLE (JOB CODE)

County Clerk (N4002)

Job Posting #: 209122

Department / Division

County Counsel / County Clerk

Compensation

\$65,644 - \$98,467 / annually

Exempt or Non-Exempt

Exempt

Hours per Week

40.00

Schedule

M-F 8am-5pm - varies throughout the year

This position is Non Represented

Opens: November 8, 2009

Closes: December 7, 2009 @ 5pm-PT

Completed application materials must be received in our office by the time and date specified in order to be considered for this position.

Education:

Bachelor's Degree from an accredited college or university.

Experience:

Five years of progressively responsible experience related to area assigned, including supervisory experience.

Substitution:

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed.

Special Requirements:

Possession of a valid Driver's license. Must have an Oregon Driver's License by the time of appointment.

Summary of Essential Duties:

Responsible for managing, directing and coordinating the duties of the County Clerk which includes the conduct, organization, and planning of all regular and special elections, voter registration, property tax appeals, permanent real property records, marriage licensing, domestic partnership registrations, and archive management while ensuring compliance with all applicable Federal, State, and Local laws. Being division spokesperson with media, elected officials, and outside agencies; investigating and overseeing solution of complaints from the public; reviewing and making recommendations to the Board about proposed legislation; Prepares, reviews, interprets, and analyzes a variety of information, data, and reports; manages budgets and financial operations; Supervises staff, which includes hiring, evaluating performance, and discipline; performs other duties of a similar nature or level.

Knowledge of:

Principles, practices, and procedures of the County Clerk programs. Supervisory and managerial principles and techniques; culturally competent practices; operations and dynamics; Federal, State, and local laws, rules, regulations, codes, and/or statutes as applicable; policy and procedure development practices; research methods; budget administration principles.

Skills in:

Organizing, directing, and implementing comprehensive County Clerk programs. Planning and organizing large-scale election activities. Gathering and analyzing data to prepare narrative and statistical reports and information. Analyzing, interpreting, evaluating, and implementing complex Federal, State, and Local laws and regulations. Being politically astute and diplomatic with the ability to communicate with a wide variety of constituencies in a clear, concise and credible manner. Ability to think clearly and act effectively under pressure and have an open communication style. Responding timely and appropriately to media inquiries.

Prequalifying questions:

1. Please answer YES if you meet one of the following criteria:

(1) You have a valid Oregon Driver's License

(2) You have a valid driver's license from another state AND are able to obtain an Oregon Driver's License by the time of appointment

YES

NO

Supplemental questions:

1. Describe your experience and training in overseeing, directing, and planning the conduct of local, State, and Federal Elections.
2. Describe your experience interacting with elected officials as well as the press, radio, and TV media.
3. Describe your supervisory/managerial experience. Please include any experience you may have in labor and employee relations.
4. Describe your experience working in a politically charged environment balancing many competing interests.
5. Describe your experience analyzing and interpreting a variety of information, data, and reports. Please include your experience presenting this information to a variety of stakeholders.
6. Describe your experience developing and administering a 2 million dollar budget, reviewing financial statements, and managing financial operations.
7. What is your concept of diversity in the workplace and how would you measure your success in promoting workplace diversity?

This announcement is intended as a general descriptive recruitment guide and is subject to change. It may not contain all duties performed nor all the knowledge and abilities required. Furthermore, this announcement does not constitute either an expressed or implied contract.

Based on operational needs, more than one position may be filled from this posting.