



MARION COUNTY
invites applications for the position of:

Support Specialist - Clerk's Office

SALARY: \$21.35 - \$28.59 Hourly

OPENING DATE: 01/12/18

CLOSING DATE: 01/29/18 11:59 PM

THE POSITION:

The pay for this recruitment was incorrect with the initial posting which showed an hourly pay range of \$23.29 - \$31.17. The correct hourly pay range is \$21.35 - \$28.59.

GENERAL STATEMENT OF DUTIES

Journey level classification of the Information Services series, which applies specialized knowledge in department wide, multiple software applications; conducts training sessions; assists in design of systems and applications, and recommend policy or procedural changes to ensure effectiveness and efficiency of systems; provides technical assistance in and facilitates the use of computer hardware and software for a department; and performs related work as required.

SUPERVISION RECEIVED

Works under the general supervision of the Elections and Recording Manager who assigns work, establishes goals, and reviews work for conformance to technical standards and compliance with department goals.

SUPERVISION EXERCISED

Supervision of other employees is not a responsibility of positions in this classification; however, may exercise lead direction over other technical or clerical staff.

TYPICAL DUTIES - DUTIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Provide technical assistance to three divisions of the Clerk's Department: elections, Recording and Board of Property Tax Appeal (BOPTA); assists users with problems, tracks program area problems and monitors system for efficiency and effectiveness; recommends procedural changes, hardware and/or software changes or enhancements; answers a variety of routine and complex computer related questions from users; researches and recommends the purchase of hardware and software; tests new software before implementation; installs computer software upgrades, performs some hardware maintenance and writes and maintains user documentation. Development, enhancements and updates to web sites for entire Clerk's Department (three divisions).
- Programming, training and testing of proprietary election ballot software and maintenance, testing and operation of computer vote tally system. Production and printing of ballots and voter pamphlets.
- Greeting public, phone and counter work, interprets election laws and rules for candidates, campaigns and the public, assists in voter registration file maintenance. Other tasks as assigned.

- Electoral/Special districts mapping.
- Assists candidates, campaign, districts and in office file maintenance with OCVR reports, queries files to produce special reports in office.

REQUIREMENTS FOR THE POSITION: EXPERIENCE AND TRAINING

1. Two (2) year college degree or technical school degree related to computer applications;
AND
2. Two (2) years of experience in computer applications related to a specific department's function(s); OR
3. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.
4. Certain positions may require proficiency in specific software.

NECESSARY SPECIAL REQUIREMENTS

- Must possess a current driver's license in the applicant's state of residence and an acceptable driving history. Marion County will obtain a copy of the driving record for all qualified applicants from Driver and Motor Vehicle Services and review the driving record according to the Marion County policy and procedure for Driving on County Business. The policy can be found at: <http://apps.co.marion.or.us/APAP/>.
- This assignment is represented by a union.
- This is a full-time position, which is eligible for overtime.
- Typical Work Schedule: Monday through Friday days, with flexibility depending upon the needs of the department and program.

KNOWLEDGE, SKILL AND ABILITY

Knowledge of: automated system security methods and procedures; training system practices and procedures; mini, micro and PC software applications; PC utilities and Standard Query Language (SQL); computer hardware and features of operating systems; data integrity control.

Skill and ability to: provide technical assistance or training others in the use of computer hardware and software; resolve user problems; communicate effectively with user divisions and technical staff. Enforce standards and procedures in area of assignment; organize and write worksite instructions and procedures; code, test, debug, maintain and install computer applications and modify applications according to worksite requirements.

EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will be considered without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, or sexual orientation. To ensure the broadest range of services to individuals with disabilities, Marion County is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.

This announcement is meant only as a descriptive recruitment guide and is subject to change. Further, it does not constitute either an expressed or implied contract.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.co.marion.or.us/BS/HR/Pages/jobs.aspx>

Position #650-2018-1
SUPPORT SPECIALIST - CLERK'S OFFICE
SC

PO BOX 14500
Salem, OR 97309
(503) 566-3949

humanresources@co.marion.or.us

Support Specialist - Clerk's Office Supplemental Questionnaire

- * 1. In order to receive credit for your supplemental questions, your answers must be supported by details in the education and/or work experience section of your application form. Do you understand this statement?
- Yes
 No
- * 2. What is the highest level of education you have successfully completed?
- GED
 High school
 At least 1 year of college (31 semester or 45 quarter credits)
 Associate degree (62 semester or 90 quarter credits)
 At least 3 years of college (93 semester or 135 quarter credits)
 Bachelor's degree (124 semester or 180 quarter credits)
 Master's degree (155 semester or 225 quarter credits)
 Doctorate degree (186 semester or 270 quarter credits)
 None of the above
- * 3. Indicate area of study for college education.
- Computer Science
 An area related to Computer Science (please specify below)
 None of the above
- * 4. Please specify where you gained the education level listed above. Include school name, area of study, number of credits earned, and whether they were semester or quarter credits. Write NA in the box if this question does not apply to you. Experience listed in this answer must be supported by the education and/or work experience in your application. "See resume" is not an acceptable answer.
- * 5. Indicate how many years of full-time work experience you have in computer applications related to elections. (One year of work experience is equal to 2080 hours.)
- Less than 1 year
 1 year to less than 2 years
 2 years to less than 3 years
 3 years to less than 4 years
 4 years to less than 5 years
 5 years to less than 6 years
 6 years to less than 7 years
 7 years to less than 8 years
 8 years to less than 9 years
 9 years to less than 10 years
 10 years or more
 None of the above
- * 6. Please specify where you gained the work experience listed above. Include place of employment, the number of hours worked per week, and length of employment. Write NA in the box if this question does not apply to you. Experience listed in this answer must be supported by the education and/or work experience in your application. "See resume" is not an acceptable answer.
- * Required Question

