



# YAMHILL COUNTY CAREER OPPORTUNITY



Job #CL21-074

Recruitment closes August 20, 2021 at 3:00 p.m.

## Chief Deputy County Clerk Clerk's Office

Salary: \$4640 - \$5290 month (DOE) with Excellent Benefits

### Our Community

Yamhill County has approximately 109,000 residents and is a very desirable place to live in the heart of the Willamette Valley wine country. Yamhill County is home to Linfield University and Chemeketa Community College in McMinnville and George Fox University and Portland Community College in Newberg. Yamhill County is centrally located in the Willamette Valley, within close proximity to the Oregon Coast, the Portland and Salem metropolitan areas, and the Oregon Cascade Mountains. Wide varieties of indoor and outdoor recreation opportunities are available. We have the benefits, appeal and superior quality of life found in a small town community, while enjoying active social and cultural lifestyles found in larger metropolitan areas.



### The Chief Deputy County Clerk

This is a regular full-time position in the Yamhill County Clerk's office for an individual to supervise, coordinate, and administer staff assignments for personnel. This position will represent the Clerk's office in the absence of the Clerk. Duties include recordkeeping, compilation of data, and preparation of reports to the public and Secretary of State, assisting in preparation of directives to guide local election authorities in administration of election law, assisting in annual department budget preparation, and other duties as assigned/required. Please see the attached job description for full details.

### The Benefits

**Health coverage** - Group medical, dental, and vision insurance coverage is available for the entire family. For the 2021-2022 plan year, the County will pay 98% of the monthly premium and employees will pay 2% (\$35.78 per month) for the Base Plan. With this plan, employees are eligible for a \$100 a month contribution into an HRA VEBA account. Buy-up plans are also available.

**Retirement** - PERS (Public Employee Retirement System) contribution is 100% employer funded, which includes both contribution to PERS pension and IAP accounts (IAP contribution is 6% of salary).

**Short-Term Disability** – 100% County paid.

**Life insurance** - \$10,000 for employee/\$2,000 for spouse and children – 100% County Paid.

**Vacation/Sick Leave** - Flexible Earned Time (FET) is a combination of vacation and sick leave. To start, employees earn 13 hours per month and future accruals increase based on years of service. After a year of service and depending on FET balance, employees may sell-back up to 40 hours of FET per year.



## The Qualifications

The position requires four years' increasingly responsible administrative or management experience including experience in public records and election administration and some training and/or experience in accounting. Any satisfactory combination of experience and training which ensures the ability to perform the work may be considered.



## The Candidate

The successful candidate will possess excellent customer service skills, the ability to multi-task, effective problem-solving and communication skills, flexibility, and an ability to learn procedures and computer applications quickly, including those programs specific to the Clerk's office. The person in this position must also be self-directed and detail-oriented, possessing the ability to work in a team environment, interacting with co-workers and members of the public in a courteous, professional manner. Knowledge and experience with Microsoft Word, Outlook, and Excel is required.

Employees must be able to perform the essential functions of this classification with or without accommodation.

## The Application Process

Please visit the Yamhill County website at [www.co.yamhill.or.us/hr](http://www.co.yamhill.or.us/hr) to download an application. You may submit your application by mail (US Postal Service), fax (503-434-7553), e-mail ([employment@co.yamhill.or.us](mailto:employment@co.yamhill.or.us)), or hand-delivery (535 NE 5th St., McMinnville OR 97128). Please contact our Human Resources Department at 503-474-4901 if you have any questions about our application process.

**Yamhill County is an Equal Employment Opportunity Employer and values diversity.** All qualified applicants are encouraged to apply. A completed County application is required. Applicants are considered for employment based on their qualifications without regard to race, religion, gender, sexual orientation, national origin, age, marital or veteran status, medical condition or disability, or any other factor prohibited by law or regulation. Veterans are encouraged to apply. In order to receive Veterans' Preference Points, please be sure to submit the required Veterans Hiring Preference Form. Please notify the Human Resources Office if you need accommodation or assistance with any part of our application process.



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| <b>WORKING TITLE:</b><br>CHIEF DEPUTY COUNTY CLERK | <b>CLASSIFICATION:</b><br>CHIEF DEPUTY COUNTY CLERK |
| <b>DEPARTMENT:</b> CLERK                           | <b>DIVISION:</b> CLERK                              |
| <b>PAY RANGE:</b> NBYCM 20                         | <b>FLSA CATEGORY:</b> EXEMPT                        |
| <b>PHYSICAL REQUIREMENTS:</b> ATTACHED             | <b>WORKERS COMP CODE:</b> 8810                      |
| <b>PPE:</b> PER WORK LOCATION                      | <b>REVISION DATE:</b> MAY 2021                      |

**JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Supervises, coordinates, and administers staff assignments for County Clerk personnel, acts as County Clerk in the Clerk's absence.

***SUPERVISION RECEIVED:***

Works under general supervision of the County Clerk who outlines objectives and reviews performance for overall results.

***SUPERVISION EXERCISED:***

Provides administrative direction and direct supervision to all clerk support personnel.

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

- Assists in developing, implementing, and modifying department goals, objectives, policies, and procedures.
- Directs and participates in developing and implementing new programs, procedures, and special projects as assigned.
- Interviews job applicants and recommends personnel actions relating to hires, promotions, demotions, disciplines, and discharges of all support personnel.
- Assists in annual preparation of the department budget.
- Performs recordkeeping, compilation of data, and preparation of reports to the public and the Secretary of State as required.
- Explains Oregon laws and administrative rules relating to elections and public records to staff and to public.
- Performs staff education and training programs.
- Assists in preparation of directives to guide local election authorities in administration of election law.
- Represents the Clerk's office to the news media in the absence of the Clerk.

**JOB SPECIFICATION**

**KNOWLEDGE OF:**

- Statutes, orders, administrative rules, resolutions, and directives pertaining to public records and election administration.
- Principles and practices of organization, administration, and supervision.

**SKILL IN:**

- Communicating effectively, both orally and in writing.
- Planning, organizing, coordinating, and supervising others.
- Public speaking.

**ABILITY TO:**

- Work independently and delegate responsibility.
- Plan, organize, coordinate, and supervise the work of subordinates.
- Express ideas effectively, both orally and in writing.
- Represent the county clerk before other departments, boards, and committees.
- Interact with co-workers and the public in a helpful, courteous, and tactful manner.
- Establish and maintain effective working relationships with subordinates, the CountyClerk, other county workers, and the public.
- Attend work as scheduled and/or required.

**MINIMUM EXPERIENCE AND TRAINING:**

Four years of increasingly responsible administrative or management experience including experience in public records and election administration. Some training and/or experience in accounting. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

**OTHER REQUIREMENTS:**

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.

May be subject to successful completion of a background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent 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. Incumbent may 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 pounds regularly and 30 pounds occasionally.

Contact with the public office environments 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.*