



# YAMHILL COUNTY CAREER OPPORTUNITY



Job #CL21-035

**Closing extended to August 13, 2021 at 3:00 p.m.**

## Office Specialist Technician Clerk's Office

Salary: \$3161 - \$3667 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 Office Specialist Technician

This is a regular full-time position in the Yamhill County Clerk's office for an individual to provide advanced technical and lead worker assistance to members of the staff and the public in various areas such as recording, public records, election administration, voter registration, passports, services, licenses, assisting citizens with application processes for various county programs and services, and other duties as required and/or assigned.

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 a high school diploma/GED and three years' experience as an Office Specialist II or equivalent. Preference will be given to applicants with experience working with public records, recording, and elections administration and to those who are fluent in both English and Spanish. Any satisfactory equivalent 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.



<b>WORKING TITLE:</b> OFFICE SPECIALIST TECHNICIAN	<b>CLASSIFICATION:</b> OFFICE SPECIALIST TECHNICIAN
<b>DEPARTMENT:</b> CLERK'S OFFICE	<b>DIVISION:</b> CLERK'S OFFICE
<b>PAY RANGE:</b> OPEU 12	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8810
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> JULY 2019

**JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Provides advanced technical and lead worker assistance to members of the staff and public involving procedure, interpretation, and application of Oregon law, Administrative Rules, and Yamhill County Policies and Procedures as they apply to individual departments. Performs complex, highly responsible, varied or specialized office support. Exercises considerable independent judgment and discretion involving technical considerations and interpretation of statutes. A greater involvement in subject matter distinguishes this classification from other Office Specialist classifications.

***SUPERVISION RECEIVED:***

Works under general supervision of an administrative superior who reviews work for conformance to department standards.

***SUPERVISION EXERCISED:***

May provide direction for other members of the department. May provide on-the-job training and support for new employees.

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

- Provides advanced technical assistance to members of the public and staff such as recording, public records, and election administration.
- Directs input, maintenance, and update to voter registration maintenance systems.
- Assists citizens with application processes for a variety of county programs, services, licenses, voter registrations, passports, and property records.
- Performs advanced specialized work in a primary program, project, or division of a department.
- Records, maintains, and directs maintenance procedures for various property records, military discharges, and marriage license indexes.
- Plans and provides management support for all elections, recruits election workers, and accounts for and bills for election costs.
- Coordinates and executes the yearly session of the Board of Property Tax Appeals.

- Acts as a resource for questions from both the public and fellow staff.
- Performs other duties as assigned.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Procedures relating to work flow of the program or department.
- Modern clerical, general office principles, practices, and techniques.
- Modern office backup procedures.

#### **SKILL IN:**

- Communicating effectively, both orally and in writing.

#### **ABILITY TO:**

- Read, comprehend, interpret, and apply laws, rules, regulations, and procedures for assigned programs.
- Understand and execute complex oral or written instructions.
- Research and explain appropriate citations from the Oregon Revised Statutes, Administrative Rules, and county policy directives.
- Work, organize, and carry out work assignments independently.
- Work and communicate courteously and effectively with the public and fellow workers.
- Maintain accurate, detailed records and meet inflexible deadlines.
- Type at least 60 wpm, 40-60 keystroke p/m on a 10-key machine.
- Attend work as scheduled and/or required.

#### **MINIMUM EXPERIENCE AND TRAINING:**

A high school diploma or GED and three years' experience working as an Office Specialist II or equivalent are required.

#### **PREFERRED EXPERIENCE AND TRAINING:**

Four years' experience in working with public records, recording, and election administration; training or experience in accounting or bookkeeping; training and experience with saving and retrieving files on a network, and/or previous experience as a lead worker or primary resource for the department, division, or program are preferred.

Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may be considered.

#### **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. Frequent interruptions may be encountered 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.

Contact with the public 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.*