



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Recording & Elections Specialist I & II  
Department: Clerk  
FLSA Status: Non-Exempt  
WC Code: 8810  
Effective Date: April 4, 2012  
Last Revised: August, 24, 2018  
Pay Grade: A12-A13  
Union: AFSCME

#### SUMMARY

Performs specialized, multifaceted, varied duties of complexity involving recording, indexing of legal, and other documents, elections, voter registration, processing of passport applications and processing marriage license applications. Responsibilities include handling a wide range of technical work related to recording and elections requiring specific knowledge of policies, procedures, terminology and governing laws related to recording and elections. An employee in this position will be required to utilize discretion and judgment in the application of departmental guidelines and governing laws and regulations to perform assigned tasks. Work is performed under supervision with little or no instruction as to manner of performance.

#### DISTINGUISHING CHARACTERISTICS

The position of Recording & Elections Specialist I is designed to be an introductory position. The position of Recording & Elections Specialist II is distinguished from the Recording & Elections Specialist I classification by the greater degree of complexity of administrative and technical duties undertaken, able to perform full range of duties, possess the full range of knowledge, technical and functional expertise and perform specialized duties in a highly independent manner, with/without County Clerk supervision, and the responsibility for providing work direction to Recording & Elections Specialist I.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Record and process various forms, documents and real property instruments as per statutory requirements for recordation. Review documents for proper requirements for recording. Indexing of daily recordings. Catalog all recorded materials based on document type and sub-type.
2. Process voter registration both online and voter registration cards.
3. Assists with all aspects of elections. Requires working long hours on an election day sometimes under stressful conditions.
4. Utilizes elections and recording software to access and update various files and programs. Perform complex filing and recordkeeping duties.

5. Accept and process passport applications. Review applications for completeness and be knowledgeable in the information required as per passport agency requirements.
6. Process marriage license applications. Issue certified copies as requested.
7. Provides assistance to the public via counter, telephone or electronic means with questions regarding regulations regarding recording, elections, passports and marriage licensing. Requires knowledge of departmental and regulatory policies, procedures, services and statutory requirements for recording, elections and passport acceptance.
8. Assists with Board of Property Tax Appeals.
9. Scans and indexes commissioner's journal.
10. Handles dissatisfied individuals by identifying questions or problems and offering assistance.
11. Other duties as assigned.
12. Develop and maintain effective, harmonious and reasonable work relationships with co-workers.
13. Maintain regular and predictable work attendance
14. Other duties as assigned.

#### SUPERVISORY RESPONSIBILITIES

This position has no supervisory duties. Recording & Elections Specialist II classification may assist employees in lower classification.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner with minimum errors. The duties are essential functions requiring the critical skills and expertise needed to meet job requirements. The requirements listed are representative of the knowledge, skill, and/or ability required. Considerable knowledge of filing systems including alphabetical, numerical and chronological; business English, spelling and punctuation; general complex office practices and procedures; and recordkeeping is required. Must possess the ability to analyze documents presented for recording. Must be knowledgeable in recording law, statutes and practices including document titles and types, and content requirements based on document types. Interprets statutes and administrative rules relating to all facets of elections and passport acceptance agency regulations. Excellent public relations skills and ability to remain calm, professional and friendly in adverse situations is required.

#### EDUCATION AND EXPERIENCE

High school graduation or equivalency; and two (2) years of experience in real estate, title company, law office, or loan/escrow processing work with preparation of documents to be recorded; elections experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

#### JOB IMPACT

The most common consequence of error would involve financial loss due to improper processing of billings and payments and/or maintenance of records; possible litigation; and/or public embarrassment.

#### TYPICAL PROBLEMS ENCOUNTERED

Problems encountered generally revolve around the interpretation and application of governing laws and regulations in responding to questions from the general public or in completing assignments; and in dealing tactfully and appropriately with the public and/or clients who may be irate, unpleasant or difficult.

#### JOB CONTACTS

This position has contact with the general public, other agencies, including social service, state and federal agencies, escrow companies, banks and lenders, law office staff and other County departments.

#### LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing; establish and maintain effective working relationships with other employees and the public; read and interpret documents such as operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; and communicate effectively.

#### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### REASONING ABILITIES

Ability to exercise initiative and judgment in completing tasks and responsibilities; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### OTHER SKILLS AND ABILITIES

Organize, file and retrieve materials and documents; deal courteously and tactfully with the general public; make moderately complex mathematical computations and tabulations with speed and accuracy; establish priorities and organize own workload; retrieve data from records, keep and arrange it for statistical and other reporting purposes; research problems, determine source of error and correct; understand governing regulations of assigned function; use independent judgment in making decisions within prescribed policies and procedures; maintain confidentiality. The operation of standard office equipment, including the operation of a computer to update/access files; typing; word processing.

#### CERTIFICATES, LICENSES, REGISTRATIONS

None

#### BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

#### WORK ENVIRONMENT

Work is performed in an office environment primarily in a sedentary setting. However, some lifting and carrying of boxes containing records is performed and incumbents may be exposed to a wide variety of individuals in varying states of emotional and mental stability often in a confined area. Some walking from office to other departments is performed. Position is impacted by urgent time deadlines, heavy or uncontrollable work flow, uncontrollable interruptions and distractions and need to constantly shift attention caused by mandated deadlines for performing certain steps and inability to predict or control work load; need to make quick decisions and need for extreme accuracy and attention to detail to avoid mistakes that could result in legal action against the department and/or County and repetitiveness caused by standardization of forms and formats.

#### PHYSICAL REQUIREMENTS

The physical demands described here 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.



**PHYSICAL REQUIREMENTS**

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 25 lbs</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe: As necessary for moving about work area			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Telephone & in person & recordings			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
<b>Exposure - Environmental Factors</b>					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>