

COOS COUNTY JOB ANNOUNCEMENT

Recording Deputy Coos County Clerk's Office

\$2,983 - \$3,450 per month
After July 1st \$3,058 - \$3,536 per month

DEPARTMENT: Coos County Clerk's Office

GENERAL STATEMENT OF DUTIES: Please refer to the attached position description

APPLICATION PROCEDURE: Coos County job application **REQUIRED**

Apply to: Coos County Human Resources Department, Courthouse

By mail: 250 N. Baxter
Coquille, OR 97423

By fax: (541) 396-1018

By email: humanresources@co.coos.or.us

CLOSING DATE: Open Until Filled

****Equal Opportunity Employer****

Posted: Courthouse CHW Bldg.
Email all Coos County Employees
Indeed Employment Department

NOTE: Under provision of the Immigration Reform and Control Act of 1986,
Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

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Coos County Human Resources Department, Courthouse, 250 N. Baxter, Coquille, OR 97423. (541) 396-7580

DESCRIPTION OF POSITION

Revision Date: 06/25/2020 Approved by AFSCME 6/24/20 Approved by BOC 6/25/20

1.	Classification Title: Recording Deputy
2.	Working Title: Recording Deputy
3.	Department: County Clerk
4.	Pay Grade: 413 Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____ Excluded from Bargaining Unit? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> AFSCME Eligible for Overtime? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.	What is the purpose of this position? This position is responsible for the accurate recording, filing and retention of County and legal documents as mandated by County policy, Oregon Statutes and State Rules. Performs highly responsible and complex administrative and customer service functions within the Recording Division of the County Clerk's office. <ul style="list-style-type: none">• Essential functions of position. (Reason position exists is to perform these functions.) Duties that must be performed to accomplish the purpose of the position include but are not limited to:• Principal responsibilities which may include, but not limited to:<ul style="list-style-type: none">• Uses specialized computer programs to electronically and manually record, index and verify land records accurately for later retrieval.• Interprets and applies Oregon Revised Statutes relating to all types of documents to be recorded into County Land Records, ensuring legal requirements are met for these recordings.• Process Military discharge records and maintain their confidentiality.• Issuing and processing of marriage licenses and dog licenses.• Ensures the proper retention of all permanent records (land records, marriages, Board of Commissioner filings) are maintained and microfilmed within our office and State Archives per Oregon Revised Statutes.• Ensures the proper retention and destruction of temporary records per Oregon Administrative Rules• Assists the public in a professional, positive manner including retrieval of all archived records within the office, in person and as public records requests.• File, index and scan Commissioner Journal filings.• Act as Chief Recording Deputy when the Chief Recording Deputy is absent.• Obtain and maintain a Notary License and thorough knowledge of the legal responsibilities when notarizing documents for the public.• Assist in training of extra help staff pertaining to recording, filing of documents and recording projects.• Train as back-up for the position of Board of Property Tax Appeals Clerk with assistance from the Chief Recording Deputy as needed.• Responsible for the preparation of customer billings, receipting of payments, filing and accounting records of department billings and month end reports for the Finance Department.• Cross trains in the Elections Office to assist during election cycles as needed, may include supervising extra help and board workers.• Other duties appropriate to classification as assigned by Chief Recording Deputy or County Clerk .• Ability to work independently, multi-task and work under pressure as required.
7.	List the minor duties assigned to this position. <ul style="list-style-type: none">• Process mail, cashing and balancing of cashier drawer daily.• Completes miscellaneous copy, fax, scanning and filing tasks.

DESCRIPTION OF POSITION

- Must be able to act professionally at all times when dealing with the general public and County staff.
- Must be able to communicate clearly and effectively in written and verbal form.

8. Supervision.

- This position is under the supervision of the Chief Recording Deputy and County Clerk.
- This position does not exercise any direct supervision.

9. Working conditions of position.

- Regular and consistent attendance is required.
- Flexibility during an election cycle as overtime may be required.
- Position is located in the Coos County Courthouse in Coquille in a typical office setting. Regular work hours are Mon –Fri, 8am – 5pm. Occasional travel may be required for training. May require physical exertion including bending, stooping, reaching, and lifting of boxes or record books (up to 30 pounds.)
- May require standing for extended times.

10. List required special skills, licenses, certificates, etc.

- Position requires high school diploma or equivalent and a minimum of 5 years of office work of a progressively responsible nature, or any satisfactory combination of experience and training that would demonstrate possession of the required knowledge and skills.
- Candidates with knowledge of Land Record documents and laws relating to the recording of documents in Oregon preferred.
- Must have thorough knowledge of standard office practices and a working knowledge of modern practices and methods of office management and supervision.
- Must be proficient in Windows and Microsoft applications (Word, Excel and Outlook.)
- Must have excellent general office and telephone skills.
- Ability to initiate, plan, organize, direct work, be able to multi-task and be flexible to change.
- Be detailed oriented, organized and take initiative on tasks to be performed.
- Must have ability to make decisions independently in accordance with established policies and to use initiative and judgment in carrying out tasks and responsibilities with only general instructions and guidance.
- Must have ability to use tact and judgment in dealing with staff, the public, and with executives and officials from other entities.
- Be a Notary or willing to become an Oregon Notary within one year of being hired.
- Willingness to work overtime as needed.
- Position requires ability to work quickly and accurately under pressure and within deadlines. Must be able to establish and maintain harmonious working relationships with other employees, other agencies and the public and represent the county in a positive manner in the community. Must be able to accept supervision and adhere to County and Department policies.

11. Is operation of motor vehicle required? Yes No

12. List equipment, tools, machines used in performance of duties.
Computers, copier, fax machine, multi-line telephone, scanner.