

CLATSOP COUNTY

INVITES APPLICATIONS FOR

STAFF ASSISTANT

Salary \$2,997 – \$3,643/month
+ Excellent Benefits including PERS

Applications are invited for the full time position of Staff Assistant in the Clerk & Elections Department. Performs professional administrative staff work for the County Clerk. Responsibilities include customer service, processing and recording documents, elections preparation, and projects as assigned.

MANDATORY QUALIFICATIONS: Advanced knowledge of clerical and administrative support profession; advanced record keeping skills; thorough knowledge of accounting related functions; ability to read and write proficiently; excellent customer service and problem solving skills; thorough knowledge of office procedures and operation of various office equipment; advanced data entry and computer operations skills; working knowledge of PC and word processing software. A minimum of a high school diploma or GED equivalent and four years progressively responsible experience in technical and office nature or any satisfactory combination of experience and training.

DESIRABLE QUALIFICATIONS: Some college level courses in business management, accounting, principles and techniques of supervision or other related field is desirable. Knowledge of specific PC word processing software utilized by the County and previous experience in an administrative position with a County department is desirable. The ability to read and speak Spanish is highly desirable.

APPLICATION PROCEDURE: Announcement and application are available on the Clatsop County website <http://www.co.clatsop.or.us/> under "jobs." Submit completed Clatsop County Employment Application, signed Essential Functions form, and supplemental questions to Human Resources, Attn: Sue Farmer, 800 Exchange Street, Suite 410, Astoria, Oregon 97103 (503)325-1000, Ext. 1300, Fax (503)325-8325, or email sfarmer@co.clatsop.or.us not later than **5:00 pm, Friday, April 17, 2015**. *Your application must clearly show your qualifications for the position to receive further consideration. Incomplete and/or unsigned applications may result in disqualification. A resume may not substitute for an application (but it is desirable that you attach one to your application as a supplement). Successful applicants will be required to pass a post-offer drug screen, physical capabilities examination, criminal background history check and show proof of eligibility to work in the United States. During any phase of the hiring process, applicants with disabilities should inform the County Manager's office if reasonable accommodations are needed to demonstrate their qualifications to perform the duties of the job.*

This announcement is generally descriptive of the duties and qualifications for the job. It is not to be construed as an expressed or implied contract. Clatsop County is an Affirmative Action/Equal Opportunity Employer.

APPLICANT: REVIEW THIS LIST OF ESSENTIAL JOB FUNCTIONS

ESSENTIAL JOB FUNCTIONS

1. Perform customer service duties including but not limited to marriage licenses, passport applications, recording documents, and elections questions. Professionally greet visitors, respond to incoming telephone calls, determine nature of call and provide accurate information to forward to appropriate person or department; respond to inquiries and/or complaints directed from the public; prepare daily deposit, manage cash drawer, process accounts receivable/payable, place phone calls; send and receive emails; send faxes; make photocopies; pick up, sort and distribute mail.
2. Process and index marriage licenses issued by the office; prepares certified copies; submits licenses to Oregon state vital records; participates in the scanning and permanent archiving of these licenses. Record, index and microfilm various official documents including deeds, mortgages, affidavits, plat, liens, corporate papers, land surveys and military discharges.
3. Assist with the setup of election boards and scheduling the election board training and conference rooms accordingly. Prepare election supplies, transport carriers, and other materials related to election processes. Participates in voter registration procedures including determination of precinct information, special district placement, and verification of address and other information given by the elector. Maintains computerized master election roll on a daily basis. Maintains records of all special districts for election purposes. Maintains files and calculates payroll for Election Board Clerks and Board of Property Tax Appeals.
4. Prepare and publish legal notices as directed and in accordance with established procedures and legal requirements. Check completed forms and documents for accuracy, compliance, etc. Compose and/or word process a variety of documents, such as letters, memos, reports, charts, forms, agendas, spreadsheets, tables, minutes, legal documents, etc. Verify and correct grammar, spelling, format, etc. Accurately enter into and retrieve data from computer files.
5. Cross-train, and coordinate the work activities within work group and, new and casual employees as authorized. This position is expected to know and perform the duties of other Staff Assistants within the Clerk and Elections Department.
6. Develop and maintain department procedures, routines and filing systems. Work independently to plan and arrange own work sequence.
7. Maintain confidentiality and comply with all County administrative and personnel policies.
8. Follow all safety rules and procedures established for work areas.

I understand the essential functions of this job, as given above. I also understand that all of the duties are not described above and that I will perform those above and other related duties as directed by my supervisor and management.

Signature

Date

SUPPLEMENTAL QUESTIONNAIRE, CONTINUED

NAME _____

3) Describe a major project which you have coordinated including your responsibility for working with staff, clients and detailed procedures.

4) Describe a set of detailed written procedures which you have applied. Be specific about your responsibility for independently interpreting and applying them.

I certify I have prepared the responses to the above questions.

SIGNATURE _____ DATE _____