



UMATILLA COUNTY
POSITION DESCRIPTION



Department: *Administrative Services*
Position Title: *Part-time Records Specialist and Archives Officer*

Employee Name: _____

Effective Date: _____

Job Series: _____ **Salary Range:** 16
Union Covered: No **BOLI Exempt:** No

GENERAL DESCRIPTION OF POSITION

This position primarily provides backup support and office coverage for the Records Office. Duties include assisting the public in the area of land records by recording, preserving, retrieving and researching, while following federal laws, state statute and county policy and ordinances. This employee will also issue marriage licenses, act as a passport acceptance agent and serve as a notary public.

SUPERVISORY RELATIONSHIPS

Works under the general direction of the Administrative Services Director who outlines goals and objectives for the Records Officer. Received direct supervision, work assignments, and review of work performance from the Chief Records Officer.

CUSTOMER BASE

The customer base includes: the general public seeking documents or other services; attorneys, banks, mortgage companies, surveyors, utility companies, realtors, land developers, construction companies, municipalities, state and federal agencies, the CTUIR and other county departments. Daily customers include title & escrow companies and abstractors. Customers are assisted in person at the counter, via telephone, through email and online.

RECORD FORMAT

The record inventory consists of historical volumes, paper files, scanned images, microfilm, mylar maps stored on shelves, in boxes, filing cabinets and computer networks.

PRINCIPAL DUTIES OF POSITION

1. Reviews documents presented for recording received via mail, over the counter and in electronic format to determine recordability, checks for required formatting, assesses the appropriate fees and receipts. (EE)

2. Records deeds, mortgages, maps, marriages licenses, easements, liens, military discharges and other miscellaneous documents by applying appropriate document codes and indexing them on the computer. (EE)
3. Updates, appends and cross-references recorded documents with assignments, corrections, modifications, satisfactions, etc. to ensure accurate records for title searches and transactional history. (EE)
4. Assists in scanning recorded documents daily, files permanent records with proper labeling and ensures proper storage. (EE)
5. Assists customers in retrieving recorded documents to provide and certify copies, determine ownership, search for easements, maps, mortgages and liens, provide legal descriptions, and marriage records. (EE)
6. Achieve certification from the U.S. Dept. of State to serve as a passport acceptance agent to issue the appropriate passport application and forms, review and accept applications for processing, take passport photos, prepare daily transmittals and provide general information and answer passport related questions. (EE)
7. Issues marriage licenses to couples in person and through the mail, registers domestic partnership registrations, files and scans returned licenses and provides certified copies. (EE)
8. Acts as a Notary Public commissioned by the State of Oregon to acknowledge both recorded and non-recorded documents. Must obtain within 90 days of hire. (EE)
9. Attest official documents.

OTHER DUTIES OF POSITION

1. Will be trained to process outgoing mail for all departments in the mailroom.
2. May be called upon to assist the County Elections Division and BOPTA Clerk from time to time.
3. Other duties as assigned.

REQUIREMENTS FOR POSITION

- High School Diploma/GED.
- An associate degree in Business, Secretarial Science, or related field preferred.
- Must possess a Notary Public commissioned by the State of Oregon or obtain within 90 days of hire.
- The employee must possess excellent typing skills, accurate filing abilities, and good computer skills.
- Must have the ability to read and comprehend Oregon Revised Statutes, Administrative Rules, archival policies and statutory records retention requirements, and other rules and regulation policies when necessary.

- Must possess a thorough knowledge of office equipment including photocopy machines, calculators, scanners, microfilm reader printers & passport photo camera and be able to perform repetitive tasks.
- Have excellent verbal and written communication skills, research skills, and organizational skills.
- This position requires strong motivation, the willingness to function as a team member, and the ability to interact with a diverse group of people in a cooperative and courteous manner.
- Must be able to multi -task with the ability to organize priorities and to take direction from the Chief Records Officer.

PHYSICAL DEMANDS

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 job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date