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## Part-Time Records Specialist and Archives Officer

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Our Employees Are Our Greatest Asset



NOVEMBER 4, 2021

**Umatilla County**

<http://www.co.umatilla.or.us/departments/hr>

216 SE 4<sup>th</sup> Street, Pendleton OR 97801

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TDD (Hearing Impaired): 541-278-5467

An Equal Opportunity Employer



# Umatilla County

[Apply Here](#)

Part-Time Records Specialist and Archives Officer

Position # 21.66

**SALARY:** \$19.71 an hour- Up to 19 hours per week, no benefits  
**CLOSING:** Open Until Filled- Reviewed Weekly starting 11/05/2021 (5:00pm)  
**DEPARTMENT:** Administrative Services

## **Description:**

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.

## **Requirements:**

- 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.

Use of Umatilla County application is MANDATORY. Anyone who qualifies for Veterans' Preference in Public Employment provided for in OAR 839-006-0435; please include proper certification (OAR 839-006-0465) with your application. Any applicant with a disability who needs reasonable accommodation in any step of the application or hiring process to assist or to demonstrate qualifications or to perform the essential functions of the job for which the applicant is applying should inform the Human Resources Department. This job announcement is not intended to serve as a comprehensive job description. Blank applications and a complete job description can be obtained on our website at [www.umatillacounty.net](http://www.umatillacounty.net) or the Human Resources Office, Room 108. Applications will be accepted by hand delivery, mail, fax, or email to [hr@umatillacounty.net](mailto:hr@umatillacounty.net).

AN EQUAL OPPORTUNITY EMPLOYER