



Baker County Administrative Services ~ Personnel
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BAKER COUNTY JOB OPENING

DEPARTMENT: Clerks

POSITION: Management Assistant I or II

Salary Range: \$3,250 - \$4,151 per month DOE

Summary

This classification performs complex duties to assist an elected official by performing clerical, technical and office management functions requiring interpretation and application of departmental policies; serves as a full assistant to and can speak for an elected official.

Examples of Essential Job Duties:

- Assume responsibility for managing the office of an elected official which includes: direct department activities ensuring compliance to rules and regulations; act as liaison between department and the public providing information requiring extensive knowledge of department policy and procedure.

Management Assistant I

- Receive, record and file legal documents; determine accuracy and completeness. Assign, collect and record cash payments; write receipt and post to departmental records; balance daily cash report; prepare and deposit receipts; balance monthly turnover and distribute funds. Issue marriage licenses, receive passport applications. Direct elections process, register voters, receive candidates' petitions, assist with election boards training, assure appropriate materials disbursed to polls, direct vote by mail process. Clerk Board of Property Tax Appeals; receive, file and index County Court documents.

Management Assistant II

- Perform the duties listed as a Management Assistant I in addition to the following: Supervise assigned clerical support staff; and participates in selection, training, evaluation, discipline and termination of employees; plan, organize, coordinate and review work. Ensure work is in compliance with appropriate regulations. Assume accountability for work performed by support staff. Establish and interpret policy and procedure. Research, identify and respond and/or assist the public in receiving or having access to public records in consultation with the Clerk and/or County Counsel.

Qualifications

Minimum: Five years progressively responsible clerical experience which includes two years of supervisory or program management experience OR any satisfactory equivalent combination of experience and formal training.

Preference: Specific knowledge or experience related to assigned department.

A complete job description and application is available upon request or online at: www.bakercounty.org.

For additional information, contact Shelly Christensen in the Administrative Services office at 541-523-8209. Applications are available online and must be submitted to the Personnel office by 5:00 p.m. on the closing date.

POST DATE: November 23, 2022

CLOSING DATE: December 7, 2022 or until filled