

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only
(X) Action

FROM (DEPT/ DIVISION): Dan Lonai, Administrative Services

PROGRAM: Records

SUBJECT: Creation of Records Specialist Part-time Position

<p>Administrative Services is requesting the creation of a part time Records Specialist position to work in records. The employee will perform recording and other duties in the office, and provide backup support where needed. The estimated cost of the position is \$28,000</p>	<p>() <u>ACTION REQUESTED:</u> Approve creation of a Records Specialist position at Range 16, to work up to 19 hours per week, without benefits, effective immediately</p>
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ATTACHMENTS: Proposed Position Description

Date: (10/18/21) Submitted By: (Dan Lonai)

*****For Internal Use Only*****

Checkoffs:

- () Dept. Head (copy)
- () Human Resources (copy)
- () Budget (copy)
- () Fiscal
- () Legal (copy)
- () (Other - List:)

To be notified of Meeting:

Needed at Meeting:

Scheduled for meeting on: October 20, 2021

Action taken:

Follow-up:

UMATILLA COUNTY POSITION DESCRIPTION

DEPARTMENT: Administrative Services

EMPLOYEE NAME:

DIVISION/SECTION: Records Office

POSITION TITLE: Part-time Records Specialist and Archives Officer

Salary Range: R16 **Union Covered:** No **BOLI Exempt:** No

GENERAL DESCRIPTION OF POSITION

This position is for a heavily customer-service and data-entry oriented office assistant in the field of public records management. The primary focus is providing varying levels of service to the public in the area of land records: 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. This position provides backup support in the Records Office where needed.

SUPERVISORY RELATIONSHIPS

Works under the general direction of the Chief Records Officer who outlines goals and objectives, and reviews work performance for effectiveness.

CUSTOMER BASE

The customer base includes: the general public seeking the occasional document or service; regular customers such as attorneys, banks, mortgage companies, surveyors, utility companies, realtors, land developers, construction companies, municipalities, state and federal agencies, the CTUIR and other internal or external county offices and departments. Daily customers include title & escrow companies and abstractors. Customers are assisted in person at the counter, via telephone, though 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 documents 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. Achieves 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. (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. 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. This position is a multi -task position with the ability to organize priorities and to take direction from the Chief Records Officer.

FOR HUMAN RESOURCES USE ONLY

Position Number: _____

Position Approved BCC: _____

Position Reviewed: _____ Employee's Signature/Date