



COUNTY CLERK'S OFFICE

Sept 2016

Job Descriptions for On-Call Seasonal Extra Help Clerical Worker
All jobs require basic computer skills

Elections Data Entry and Customer Service

- Enter voter registration data on a computer following specific procedures
- Verify data entry of voter registration cards
- Answer questions from the public in person and on the phone
- Must type 45 words per minute
- Work occurs primarily in April, May, October and November. Daily work hours are variable (1-8 hours) and intermittent; late night shifts on Election Day; occasional weekend work
- Starting Pay: \$12.50/hour

Elections General Office Help

- Cut, date stamp, count, sort, and scan registration cards following specific procedures
- Open mail, fold registration cards, prepare outgoing mail, replenish supplies, file paperwork
- Must be able to lift up to 30 lbs; job may require standing for an entire shift
- Work occurs primarily in April, May, October and November. Daily work hours are variable (1-8 hours) and intermittent; late night shifts on Election Day; occasional weekend work
- Starting Pay: \$9.75/hour

Deeds and Records Clerk

- Issue marriage licenses, schedule marriage ceremonies, process returned marriage licenses
- Assist public with records research
- Answer questions in person and on the phone
- Must type 45 words per minute
- Work occurs year round; Monday through Friday 8:00 am – 5:00 pm
- Starting pay: \$12.50/hour

Board of Property Tax Appeals Clerk

- Take minutes in board hearings, record decisions and votes of board members
- Answer questions from petitioners, process petitions, verify ownership information
- Must type 45 words per minute
- Work occurs annually December through March; Monday through Friday 8:00 am – 5:00 pm
- Starting pay: \$12.50/hour

Applications are available online at www.lanecounty.org/elections, and from:

Lane County Elections
275 W 10th Ave
Eugene OR 97401

-or-

Lane County Deeds and Records
125 E 8th Ave
Eugene OR 97401