



## COUNTY CLERK'S OFFICE CLERICAL EXTRA HELP JOB DESCRIPTIONS

All jobs require basic computer skills

August 2020

### **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: \$14.00/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: \$12.00/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: \$15.00/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: \$15.00/hour

Applications are available online at [www.lanecounty.org/elections](http://www.lanecounty.org/elections), and from:

Lane County Elections  
275 W 10<sup>th</sup> Ave  
Eugene OR 97401

-or-

Lane County Deeds and Records  
125 E 8<sup>th</sup> Ave  
Eugene OR 97401