



**LANE COUNTY**  
invites applications for the position of:

## **County Clerk**

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**SALARY:** \$82,971.20 - \$122,033.60 Annually  
**OPENING DATE:** 04/15/22  
**CLOSING DATE:** Continuous  
**DESCRIPTION:**



**First Review Date of Applications: May 9, 2022**  
**Interviews Scheduled for Week of: May 10th**

**For more information about Lane County Administration & Elections:**  
[Lane County Clerk](#)

### **ABOUT THE POSITION**

Lane County is seeking a proven leader with experience in elections and real property records. The County Clerk leads a dedicated team that performs their work with accuracy and integrity. The successful candidate is someone who demonstrates a passion to serve the community, high level of attention to detail, and strong communication skills while interacting with the public, elected officials, and outside agencies.

The County Clerk is responsible for planning, organizing, and conducting all regular and special elections, voter registration, property tax appeals, permanent real property records, marriage licensing, domestic partnership registrations, and archived records management while ensuring compliance with all applicable Federal, State, and Local laws. Additional duties include preparing, reviewing and analyzing data, working with a staff of 14 full-time employees, budget and financial management, and managing technology solutions that support County Clerk operations.

### **ABOUT THE DIVISION**

The County Clerk will administer all federal, state, and local laws as they apply to conducting elections, processing voter registration, recording land documents, and issuing marriage licenses, while maintaining the highest degree of integrity and accuracy, and providing exceptional customer service.

[Lane County Elections](#)

**\*\*YOU ARE REQUIRED TO UPLOAD A RESUME & COVER LETTER FOR THIS POSITION.\*\***  
**If not attached, your application will not be considered.**

**Cover letter requirements:**

Please address your experience in the following areas:

- Conducting public elections and related activities
- Management of public records related to real property, marriage licenses, etc.

**Schedule:** Monday – Friday; 8:00am – 5:00pm. Evening and weekend hours as needed.

\*This is a non-represented position\*

## **QUALIFICATIONS:**

**Training:**

Bachelor's Degree in a related field such as: civics & government, public or business administration, PPPM, non-profit management, etc.

**Experience:**

Five years of progressively responsible experience related to area assigned: public elections, managing vote by mail elections, including supervisory experience; **or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.**

**Special Requirements:**

- Experience organizing, directing, and implementing comprehensive programs.
- Planning and organizing large-scale election activities.
- Gathering and analyzing data to prepare narrative and statistical reports and information.
- Being politically astute and diplomatic with the ability to communicate with a wide variety of constituencies in a clear, concise, and credible manner.
- Ability to think clearly and effectively under pressure.

**Notes:**

This position is subject to a full criminal offender information record check. If fingerprinting is required, the fee is paid for by the successful candidate and the expense is non-reimbursable.

In accordance with county policy, the incumbent of this position is required to be fully vaccinated against COVID-19, or have an approved medical or religious exception, prior to starting work

## **CLASSIFICATION DETAILS:**

[Manager Classification Details](#)

## **SUPPLEMENTAL INFORMATION:**

**Equal Employment Opportunity**

Lane County is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender

identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Amendment Act and would like to request an accommodation, you may request an accommodation during the online application process, or request an accommodation by contacting the Department of Human Resources prior to the recruitment close date at 541-682-3124.

### **Strategic Plan**

In alignment with Lane County's Strategic Plan, incumbent(s) will be expected to demonstrate the following core behaviors: Passion to Serve, Driven to Connect, and Focused on Solutions.

The [2018-2021 Strategic Plan](#) focuses on the areas that Lane County will pursue as a way to deliver on our vision for the residents of Lane County. To meet these challenges, we know that the basis of our efforts lies in leveraging our people and partnerships to achieve our Strategic Priorities. We also recognize that the quality and commitment of our staff is essential to a shared future where Lane County is the best place in which to live, work, and play.

### **Veteran's Preference Points**

Under Oregon law, armed forces veterans may be eligible for preference in employment or promotion, if you think you qualify please submit a copy of your DD214 or 215 (long form / Member Copy-4) that reflects your honorable separation status, and if disabled, a public employment preference letter from the U.S. Department of Veterans Affairs. These documents must be electronically attached to your online job application, at the time of submittal, to receive preference. If we do not receive the necessary information as described, we will NOT be able to grant you veteran points/preference you request.

### **Tobacco Free Campus Policy**

The Board of County Commissioners wants to help Lane County be the healthiest county in the state. Effective October 1, 2018, any tobacco use, including vaping devices, will not be allowed inside or on the grounds of properties owned or occupied by Lane County including: All outdoor areas, parking lots, County vehicles, and personal vehicles while on County property.

## **County Clerk Supplemental Questionnaire**

- \* 1. I acknowledge that I have fully completed my application AND attached the required cover letter and resume as instructed in the posting. Please Note: Your cover letter and resume are reviewed independently from your application.
  - I agree
  - I disagree (please note; by not attaching the required documentation your application will not be referred for further consideration.)
- \* 2. In accordance with county policy, the incumbent of this position is required to be fully vaccinated against COVID-19, or have an approved medical or religious exception, prior to starting work. Are you willing and able to comply with this requirement?
  - Yes     No
- \* 3. Do you have a Bachelor's degree or equivalent experience? (Four years experience.)
  - Yes     No
- \* 4. Do you have five years' experience working in elections?
  - Yes     No

\* Required Question