



COLUMBIA COUNTY, OREGON
JOB TITLE: SENIOR RECORDING SPECIALIST
DATE: JULY 1, 2025

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	County Clerk	JOB CODE:	1031
SUPERVISOR:	County Clerk	SALARY RANGE:	23
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Perform complex and responsible administrative duties that require significant interpretation and understanding of Oregon laws and administrative rules related to document recording, as well as issuing licenses and certificates. Serve as Deputy Vital Statistics Registrar. Receive fees and reconciles accounts.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Review, verify, record, index, and scan various documents, including plats, subdivisions, deeds, mortgages, and liens. These documents may be submitted by the public, title companies, or federal, state, and Columbia County entities via mail, e-recording, or in person. Ensure that all submissions comply with Oregon's statutory recording requirements. Reject any documents that do not meet these standards and return them to the submitter for corrections. Utilize the specialized database of the County Clerk's office to record, scan, and index the documents and generate daily reports. If needed, export documents to Technical Imaging for title company use.

Issue various licenses available through the County Clerk's Office, including marriage licenses and domestic partnerships, and answer questions about the laws related to these licenses. Scan original documents into specialized database, file them with Oregon Vital Records, and provide certified copies upon request.

Manage vital statistics records by receiving, signing, and registering documents. Collaborate with customers, employees, state and medical contacts, and other agencies regarding these records. Maintain accurate records and ensure the physical security of all vital records, abstracts, databases, and intaglio paper used to produce certified copies. Prepare certified copies upon request.

Process passport applications and take photos in accordance with all procedures, laws, and requirements established by the Department of State. Acceptance agents must undergo mandatory annual training.

Assist the public in locating and researching various documents. Demonstrate how to operate the microfilm viewer and other equipment available for public use. Make copies as requested. Respond to inquiries from the public, whether received in person or through other media. Conduct research using microfiche, old deed books, and current databases. Some research can be unique and complex.

Perform certification of documents entered into the public record including but not limited to property records, marriage licenses, and military discharge records.

Collect appropriate fees, via cash, check, credit, debit, money orders, cashier checks, and on-account. Issue receipts and balance the cash drawer daily. Run appropriate reports and provide documentation to the Finance department.

Serve as the clerk for the Property Value Appeals Board (PVAB). Review petitions to ensure they are complete and accurate. Prepare and distribute worksheets for each petition. Attend PVAB meetings and



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prepare minutes. Prepare, publish, and post public notices, and record PVAB minutes in the Commissioners' Journal.

Prepare monthly invoices for various accounts and distribute, receive, and post payments. Prepare and edit correspondence, memos, and reports for department.

Review Commissioner journals for completeness. Scan into specialized database, index the originals.

Provide outstanding customer service and information to internal and external customers through multiple channels, including phone, online, in-person, and mail. Ensure accurate and timely responses to inquiries and requests. Collaborate with title companies, law firms, federal and state agencies, other county departments, and the general public. Always maintain a professional attitude.

Assist other departmental personnel including elections in the performance of their duties as workload and/or staffing requirements dictate.

Maintain a high level of confidentiality in regard to issues encountered.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position. This position may nominally supervise or assist other employees in training.

SUPERVISION RECEIVED: Work is performed under the general direction of the County Clerk who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a high school diploma. Minimum of three years' of increasingly responsible experience in a real estate, title office, or other related field. Two years' experience working with the recording of records for a governmental agency and at least two years as a Recording Specialist or similar role in the County Clerk's Office. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Should possess a valid driver's license and be insurable under the county's liability policy.



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KNOWLEDGE, SKILL, AND ABILITY: Advanced knowledge of office practices and procedures; business English, grammar and spelling; elementary accounting; and laws, regulations, and practices affecting public records.

Skill in business software and Microsoft Office products. Attention to detail is a must.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Enforce all laws, regulations, ordinances, and standards consistently to ensure compliance and to protect the public's health and safety.
- Read and understand correctness/completeness of a variety of documents presented for recording.
- Make accurate mathematical and accounting calculations.
- Multi-task, prioritize, and accomplish quickly and efficiently a large number of diverse tasks.
- Remain calm and use good judgement during confrontational or high-pressure situations.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Columbia County has the right to revise this job description at any time.



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This description does not represent in any way a contract of employment.