



COLUMBIA COUNTY, OREGON
JOB TITLE: RECORDING SPECIALIST I
DATE: MAY 1, 2025

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	County Clerk	JOB CODE:	P0013
SUPERVISOR:	County Clerk	SALARY RANGE:	21
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Perform complex and responsible administrative duties involving document recording and maintaining official records. Assist the public with various inquiries regarding the services and licenses issued by the County Clerk's Office.

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 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.

Issue various licenses obtainable through the County Clerk's Office, such as marriage licenses and domestic partnerships. Prepare marriage license packets for couples to receive at their application appointment.

Assist the public in locating and researching various documents. Demonstrate how to use the microfilm viewer and other available equipment. Make copies upon request. Respond to inquiries from the public, whether in person or through other communication methods. Conduct research using microfiche, old deed books, and current databases.

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.

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

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.

Sort incoming USPS mail and other deliveries for the county, and distribute them to the appropriate county departments.

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.



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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.

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. One year experience in a real estate, title, or County Clerk's office, involving working with deeds, land descriptions, or other similar documents. 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.

KNOWLEDGE, SKILL, AND ABILITY: Knowledge of office practices and procedures; business English, grammar and spelling; elementary accounting; and laws, regulations, and practices affecting recording activities.

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.
- Read and understand correctness/completeness of a variety of documents presented for recording.
- Make accurate mathematical calculations and make change.
- Multi-task, prioritize, and accomplish quickly and efficiently a large number of diverse tasks.
- Remain calm and use good judgment during confrontational or high-pressure situations.



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