

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION		BAND		GRADE	SUBGRADE	FLSA STATUS
Administrator		E		8	1	Exempt
POSITION TITLE:		Records and Elections Director/ County Clerk		POSITION#:		
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised (Check one)		Date:	01/13/2026			
SERVICE TYPE:				NON-REP MANAGEMENT		
Employee Name:	vacant		Department:	Records and Elections	Supervisor:	County Administrator
FTE:	1.0		Employment Status:	Regular Full Time		

Position Summary:

The Records and Elections Director (County Clerk) Directs operations for the records and elections department and serves as the County Clerk. This position is responsible for adhering to federal, state, and local laws regarding the duties of the County Clerk, conduct of elections, voter registration, property tax appeals, permanent real property records, marriage licensing, marriage ceremonies, dog licenses and archive management. The director assigns, reviews and alters workloads, establishes policies and procedures, coordinates education and training opportunities, manages the receipt of fees collected each year to ensure proper distribution, and prepares, tracks and manages each division budget

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	<p>MFA: Elections Administration</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> • Manage all election activity in Benton County to include the review of filings for candidates and committees, petition and measure filings received, manage voter registration processes, ballot preparation and vote tabulation procedures, ballot security measures and the development of office policies and procedures to improve the quality of services delivered to citizens. • Maintain knowledge and serve as subject matter expert for Ranked Choice Voting • Adhere to election related federal, state and local laws, the County Charter and all other relevant ordinances and guidelines. Keep informed on pending legislation that might benefit or adversely affect the operations of the office and/or the County and update the County Administrator and the Board of County Commissioners as necessary. • Oversees development of training materials and trainings to staff, election workers, district and city election officials, and volunteers regarding laws and conduct of elections. • Oversee the planning and implementation of a variety of schedules involving election dates, actions and personnel. Oversee the preparation and distribution of ballot layouts, legal notices and sample ballots. • Maintain all election records according to Secretary of State, Archives Division Oregon Administrative Rules regarding County and Special District records retention. • Issue Notices of Appointment, Oath of Office, Certificates of Election and abstracts. 	35%

	<ul style="list-style-type: none"> • Works with GIS to update election precinct maps and registration records and notify electors when annexations, formations, dissolutions, state and County Commissioner redistricting and postal address changes are implemented • Respond to questions and requests for assistance for election information from the public, local election officials and candidates. Coordinate news releases and media interviews with Public Information Officer 	
2	<p>MFA: County Clerk</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> • Maintain contact with Secretary of State Elections Division, Oregon Association of County Clerks, State Archives Division, Oregon State Vital Records Unit, Department of Revenue, U.S. Passport Agency, attorneys, appraisers, surveyors, special districts, title company personnel, other County departments, including county counsel, etc. Provide training and respond to unusual and/or complex questions and problems encountered by the above agencies and subordinates involving all areas of responsibility. • Manage marriage and passport programs. • Perform official duties of the County Clerk, such as solemnizing marriages, accepting and rejecting documents presented for recordation, administering oaths, issuing certificates of election to public officials, accepting district budgets, and certifying election returns, annual tax roll and documents of record. • Prepare and present all necessary information and agenda items to the Board of County Commissioners at the direction of the County Administrator. 	35%
3	<p>MFA: Records Administration</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> • Serve as the County archivist by providing oversight and recommendations to county departments on archival methods. Responsible for the preservation and management of archives maintained in a County records center, to include accession, inventory, tracking, storage, and destruction policies and procedures. Analyze and recommend appropriate action toward the short and long term records storage needs of the County. Maintain the County's public records to archival standards which includes the following areas of responsibility: Systems documentation; image, indexing, targets and certifications quality control; storage standards; impingement of obsolete or court-ordered records; removal; access; retention; destruction; research and retrieval; inventory and appraisal of records; and disaster planning. 	15%
4	<p>MFA: Operations</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> • Provides effective leadership, direction, planning and organization for the Records and Elections Department. Provides supervision of management and professional staff, including prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making or overseeing selection, termination, and disciplinary decisions. • Develops policies and procedures to guide program operations. • Oversees preparation, monitoring, and accountability for Records and Elections budget, contracts, and expenditures. 	15%
And other duties as assigned.		
Percentages should total 100%		100%

Special Requirements:

HR08.17.11

Advanced knowledge of current records management technology; public records archives standards and laws; state election and registration laws, ability to interpret and utilize related statutes; ability to plan and organize large-scale election activities. Valid Oregon Driver's License. Preferred Oregon County Clerk's certification for elections and/or recording. MQs: Bachelor's degree in a related field. 7 years' experience in public records and/or elections. 5 years' supervisory experience.

Physical Requirements:

The working environment is an office setting. Positions in this class typically require reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____