



UNION COUNTY BOARD OF COMMISSIONERS

Paul Anderes, Commissioner
R. Matthew Scarfo, Commissioner
Jake Seavert, Commissioner

Shelley Burgess, Administrative Officer

1106 K Avenue

La Grande, OR 97850

PHONE (541)963-1001 FAX (541)963-1079

NOTICE OF JOB OPENING

Recruitment is open to all who meet the qualifications below and will be used to fill this vacancy and others that may occur in the next six months to one year.

POSITION: Senior Department Specialist
Union County Clerk's Office

OPENING DATE: September 16, 2026

CLOSING DATE: Open Until Filled (First screening September 23, 2026)

FTE: 1.0 (37.5 hours per week)

SALARY: Range 11 - \$3409 - \$4628/month with benefits

Performs activities of the County Clerk's Office; participates in the County's functions in providing for elections, recording and other miscellaneous duties; does related work as required. Requires ability to perform recordkeeping and clerical operations; establish and maintain harmonious working relationships with other employees, departments and the general public; skill in word processing, operation of office equipment and general office practices and procedures; ability to communicate effectively both verbally and in writing. High school graduation or equivalency, preferably supplemented with additional training in office practices; and two years of progressively responsible office experience, which includes elections and/or document recording experience; or any equivalent combination of experience and training which demonstrates the ability to perform the duties of the position.

See job description for additional details and requirements.

TO APPLY: Submit completed Union County application and any supporting documents prior to closing date to:

Union County Clerk's Office
1001 4th Street, Suite D
La Grande, OR 97850

Application document available at <https://union-county.org/wp-content/uploads/2015/01/UNION-COUNTY-EMPLOYMENT-APPLICATION-Updated-10-2017.pdf>

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER