UNION COUNTY POSITION DESCRIPTION

CLASSIFICATION	DIVISION	RANGE	SUPERVISORY	FLSA STATUS
DEPARTMENT SPECIALIST	CLERICAL	13	NO	Non-Exempt

POSITION TITLE:	**Concealed Handgun License and Sheriff Office Front Counter**				
☐**New** ☒**Revised**	**Date:**	**10/15/2026**			
SERVICE TYPE:		NON-REP PROFESSIONAL			
Approved By:	**Sheriff Cody Bowen**	**Department:**	**Sheriff's Office**	**Supervisor:**	**Office Manager**
FTE:	1.0	**Employment Status:**	Full Time: M-F 8am - 5pm with 1 hr lunch		

Position Summary: Overall statement of purpose of position.

Performs advanced and complex clerical and administrative duties to support a complete and specialized departmental function; does related work as required

Essential Duties: Under each Essential Job Functions area provide a list of essential duties (indispensable job duties) of the position.

No.	Essential Job Functions (EJF)
1	**EJF**: Assist Citizens at the Sheriff Office front Counter **Essential Duties**: • Provides initial assistance to citizens at front counter, using good judgement to determine need and priority • Answers phones and routes incoming calls for the Sheriff Office and Police Department • Process impound released for impounded vehicles, ensuring the required information is complete • Issue dog Licenses • Register Sex Offenders using Oregon State Police Sex Offender Registry
2	**EJF**: Process Concealed Permit Applications **Essential Duties**: • Process Concealed Handgun Applications, including, entering data in computer system and printing and mailing permits • Enters and updates Concealed Weapons permits in the Law Enforcement Data System • Fingerprint citizens at the front counter for CHL applications and non-criminal purposes
3	**EJF: Assist Civil Clerk** • Process Civil papers for service in the absence of the civil clerk, including civil jackets and returns to court • Review incoming civil papers to ensure they are good on their face • Assist with evidence, process incoming evidence, release evidence to owner as directed by the district attorney, Assist lead evidence Technician on search warrants if necessary • Assist with jail doors as necessary

4	**EJF:** Auxiliary Job Functions • This description identifies the primary duties of the position but does not include every task or duty that may occasionally be assigned. Such additional duties are considered consistent with the overall level and responsibilities of the position.

Mandatory Requirements related to essential functions:

High School Diploma/GED
Experience and/or training in clerical skills
US Citizen
Successfully pass a background investigation and a medical evaluation before being hired

Desirable Requirements related to essential functions:

Experience in the clerical aspects of Law Enforcement
Ability to work alone with little or no supervision.
Ability to maintain composure in a fast-paced office.
Ability to prioritize and use good judgement and common sense
Ability to work with others in a team environment

Physical Requirements & Abilities:

Positions in this class typically require: sitting for extended periods of time. May also require extended periods of computer use, typing and looking into a monitor.

Working Conditions Requirements:

Positions in this class typically require: The majority of the duties are performed in a controlled office environment.

Supervisory responsibilities:

Supervision is not a function assigned to this position.

Supervision Received:

Works under the general supervision of the Office Manager and the Sheriff.

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 division.

Employee:_____ Date:_____

Immediate Supervisor:_____ Date:_____