



# Mono County

## Job Announcement

**Filing Deadline:**  
**Open Until Filled**  
FIRST REVIEW  
03/30/17

**Senior Deputy Board  
Clerk/Elections Assistant**

**Monthly Salary :**  
**Range 69 A - E**  
**\$4625.00 - \$5622.00**

**Bridgeport, CA**

### **DEFINITION**

Under general supervision, to coordinate and perform a variety of complex, specialized support work for the County Board of Supervisors and the maintenance of official Board records; recording meetings and developing minutes for the County Board of Supervisors and the Assessment Appeals Board; to perform a variety of administrative and staff support work for County elections; to provide assistance and information to the public regarding the functions of County Boards and Commissions and County Elections; to assist other County staff with the understanding of assigned program and department/work unit procedures and requirements; to perform a variety of advanced technical and office support work; research old records and laws; serve as back up for vital statistics and recording functions, and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is an advanced, specialized working level classification in the County Clerk/Recorder/Registrar/Clerk to the Board Department for providing support to County Boards and Commissions and County Elections. An incumbent performs a variety of the most complex, specialized staff support and document processing work requiring substantial knowledge of the policies, procedures, and special requirements of County Boards and Commissions and elections. They are assigned relatively independent responsibilities for their area of work and are expected to develop substantial knowledge of the work areas to which they are assigned. An incumbent is also expected to provide a variety of information to the public regarding County Boards and Commissions and County Elections.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)**

Provides a variety of specialized support for County elections, including receipt, checking, updating and verification of voter registration records; prepares and assembles supplies for precincts; assists with recruiting, hiring, and training precinct workers; prepares and maintains index rosters and absentee lists for voting precincts; assists with absentee applications and notification of absentee voters; may have responsibility for preparation and distribution of sample ballots; receives and verifies petitions, candidate filing documents, and conflict of interest statements; provides coordination and directions, as needed, for other staff and temporary personnel assisting with elections functions.

Serves as back up for vital statistics and recording functions; performs a variety of complex support functions for County Boards and Commissions; serves as Clerk to the Board of Supervisors and the Assessment Appeals Board, as delegated; receives, processes, and prepares a variety of documents related to Board functions, ensures proper posting and notification of other parties, as required; prepares minute orders, ordinances, resolutions, and other records of Board actions; ensures that all documents are fully executed; accepts, processes, and files applications for assessment appeals as assigned; maintains and updates historical records of Board proceedings and actions; researches historical records and laws; operates and uses computer information systems; answers inquiries and provides information to the public, County staff, and other government agencies regarding County elections and the functions and procedures of County Boards and Commissions.

### **DESIRABLE QUALIFICATIONS:**

#### **Knowledge of:**

- Functions, policies, procedures, and requirements of the Clerk of the Board, the County Board of Supervisors, and County Elections.
- Policies, laws, rules, and regulations impacting the operations, transactions, and functions of the County Board of Supervisors, other Boards and Commissions, and County Elections.
- Laws, rules, regulations, and procedures governing the conduct of elections, filing of petitions, registration of voters, filing of candidate documents; and filing of conflict of interest statements.
- Good public relations techniques.

- Maintenance of files and information retrieval systems.
- Computers and software used in office, fiscal, and administrative support work.
- Modern office methods and procedures.
- Correct English usage, spelling, grammar, and punctuation.
- Mathematics.

**Ability to:**

- Perform a wide scope of specialized technical program, services, and staff support work for the County Clerk of the Board and Election functions.
- Perform work coordination and training responsibilities for temporary and other Department staff, as assigned.
- Proficiently use a variety of computerized spreadsheet, word processing, and data base software.
- Read, interpret, and apply a variety of rules, regulations, and policies related to functions and services of a specialized work area.
- Accurately maintain and update a variety of records and information systems.
- Gather, organize, and summarize data and information.
- Make mathematical calculations quickly and accurately.
- Type or use word processing software at an acceptable speed to meet production requirements.
- Operate a computer and use Department software in the performance of assigned work.
- Operate and use office equipment.
- Efficiently organize tasks.
- Maintain a high level of accuracy.
- Deal tactfully and courteously with the public and other staff when explaining the functions, requirements, and policies of the specialized work area where assigned.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients
- Organize tasks and work with multiple, detailed high level of accuracy.

**Training and Experience:**

Some college education is highly desirable but not required. Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Two (2) years of work experience in performing financial, statistical, assessment roll, information technology, or document processing and recording work at a level comparable to Fiscal and Technical Specialist III with Mono County. Previous direct work experience providing substantial support for County Clerk of the Board and Election functions is highly desirable.
- The ability to perform high level administrative duties with minimal supervision in a fast paced, ever changing environment.

**Special Requirements:**

None

**Selection Process:** All applicants must submit a completed County Application. This position is open until filled; however, the first application review begins March 30, 2017.

Applications will be closely screened and reviewed for relevant experience, education, training and accomplishments. Successful applicants will be invited to the next phase of the recruitment process, which will be an oral exam (weighted 100%). *Resumes may be submitted, but will not be accepted in lieu of completing a County application and Supplemental Questionnaire.*

**Supplemental Questionnaire**

The question below is designed to assist you in presenting your qualifications for this position. Your answers should be submitted on an 8 ½" x 11" sheet of paper, preferably typed and submitted with your completed employment application. **APPLICATIONS SUBMITTED WITHOUT COMPLETING THE SUPPLEMENTAL QUESTIONNAIRE WILL NOT BE CONSIDERED.**

1. This office is extremely fast paced requiring you to juggle multiple tasks and manage deadlines. Additionally, this position requires you to be extremely organized, detail oriented and thorough. In thinking back to past positions, please describe your qualifications as they relate to these requirements. If possible, please detail an example of when you had to demonstrate such qualities.

**Application Process:** For a job flyer, description, application and supplemental application, please visit our web address below.

**COUNTY OF MONO -- COUNTY ADMINISTRATIVE OFFICE- HR**  
**P.O. Box 696, Bridgeport, California 93517**  
**(760) 932-5410 ~ (760) 932-5412 (FAX) ~ website: [www.monocounty.ca.gov](http://www.monocounty.ca.gov) EOE**