



We're inviting applications at the...

COUNTY OF MONO
Deputy Clerk - Recorder (Fiscal & Technical Specialist I - III)

Location: This position is located in beautiful Bridgeport, CA, our County seat.

ABOUT MONO COUNTY:

Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, vibrant wildflower meadows. The County Seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

THE DEPARTMENT:

Mono County's Clerk-Recorder-Registrar's Office is comprised of five employees and four distinct



divisions:

Clerk: The County Clerk issues marriage licenses, performs civil marriage ceremonies, processes fictitious business name filings, and provides for the qualification and registration of notaries, process services, and miscellaneous statutory oaths and other filings. All functions of the office are conducted under provisions of the State Constitution and County Codes. The Clerk is the filing officer for economic disclosure statements (Form 700s), which are filed in accordance with the Political Report Act of 1974.

Recorder: The Recorder is responsible for the recording of deeds, deeds of trust, court decrees and other documents affecting title to real property. The division also maintains Uniform Commercial Code filings: subdivision maps and, vital statistics including birth, death, and marriages within the county. This Division also creates digital images of real property and vital records and provides and maintains an efficient retrieval system to support public for this information. All functions of the office are conducted under provisions of the State Constitution and County Codes.

Elections: The Elections Division conducts all Federal, State, County, school, and special district elections in the County, as well as the general municipal elections for the Town of Mammoth Lakes.

Clerk of the Board: Our office is the assigned ex-officio Clerk of the Board for Mono County and provides a range of services to the Public and County Staff, including administrative and clerical support for the Board of Supervisors and Assessment Appeals Board.

THE POSITION

Under general supervision, this position will provide general support in the Clerk-Recorder's office as a Deputy Clerk-Recorder. Main duties for this position will be: processing vital statistics records as required; providing support for the recorder; performing specialized financial, statistical, and document processing work; and record keeping.

Duties may include, but are not limited to, the following:

- Process vital records including issuing marriage licenses, and deputy for a day requests; process certified copies of birth, death, and marriage.
Prepare monthly State reports.
Process Fiction Business Name (FBN) applications; send FBN Notices of Expiration.
Process Notices of Determination / Exemptions, including sending monthly report to California Department of Fish and Wildlife.
Provides daily customer service, answers the phone, greets and serves in-person customers.
Processes incoming and outgoing mail.

Position Open Until Filled
First Review Date: Sept 07, 2020

Looking for a unique opportunity where a great quality of life is matched with a career that provides excellent services for the public?

This might be the job for you!

HOW TO APPLY

https://monocounty.ca.gov/jobs

Complete the Mono County Job Application form and return all application materials via email to hr@mono.ca.gov or by mail to:

County of Mono, CAO/HR
P.O. Box 696
Bridgeport, CA 93517

Tel: (760) 932-5412
Fax: (760) 932-5411

hr@mono.ca.gov
www.monocounty.ca.gov

Starting Salary:

- I - Range 51 - \$18.69 to \$22.72 / hour
II - Range 55 - \$20.63 to \$25.07 / hour
III - Range 59 - \$25.13 to \$30.55 / hour

Future Salary Increases:

- 2.0% Effective January 1, 2021
2.0% Effective January 1, 2022
2.0% Effective January 1, 2023

Benefits:

- CalPERS Retirement
Medical, Dental, Vision, and Life insurance (begins <30 days of start).
3% 401a Match.
14 paid holidays per year.
2 weeks paid vacation per year.
12 days paid sick time per year.
2 paid personal holidays per year.
Flexible Schedule.

*Mono County is an  
Equal Opportunity Employer*

COVID-19: Mono County has implemented strict standards of maintaining a safe work environment.

- Maintains confidentiality of information consistent with applicable federal, state, and county rules and regulations.
- Assists with various special projects.
- Manage records and contracts, including research and retrieval for customers.
- Assists with the recording, including reviewing and accepting e-filings for official records following the recording requirements; processing documents / maps presented for recording that meet the recording standards; conducts searches and issues certified or non-certified copies of documents filed as Official Records as requested.
- Acts as department safety officer.
- Orders and maintains supplies for department.

**DESIRABLE QUALIFICATIONS:**

**Knowledge of:**

- Financial and statistical record keeping and document acceptance and process requirements.
- Related policies, laws, rules, and regulations impacting the operations, transactions, and functions of the department.
- Good customer service techniques and professional work standards.
- General understanding of property documents (i.e. deeds).
- Maintenance of files and information retrieval systems.
- Computers and software used in office, fiscal, and administrative support work, i.e. Microsoft Office Suite.
- Modern office methods and procedures.
- Correct English usage, spelling, grammar, and punctuation.
- Basic mathematic computations, reading, writing, punctuation, spelling, and grammar.

**Ability to:**

- Perform a wide scope of specialized technical program, services, and staff support work for the department, including document processing and recording work
- Read, interpret, and apply a variety of rules, regulations, and policies to related functions and services.
- Quickly, skillfully, and accurately input various data; verify data for accuracy.
- Organizes, track, and report task progress.
- Accurately maintain and update a variety of records and information systems.
- Work well without supervision.
- Exhibit above-average attention to detail and accuracy.
- Operate a computer and use Department software in the performance of assigned work.
- Operate and use office equipment.
- Establish and maintain cooperative working relationships.

**Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of work experience in performance financial, statistical, information technology, or document processing and recording work at a level comparable to a Fiscal and Technical Specialist I – III.

**Physical Requirements:**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment: computer, telephone, calculator and FAX.

**Special Requirements:**

None.

**Selection Process:** All applicants must submit a completed County Application. This position is open until filled. Applications will be reviewed as received; however, the first application review begins September 1, 2020.