

Mono County

Date Last Revised:

01/17

Bargaining Unit:

At-Will

FLSA:

Exempt

EEO:

1

## **ASSISTANT COUNTY CLERK/RECORDER/REGISTRAR/ CLERK OF THE BOARD OF SUPERVISORS**

### **DEFINITION**

Under general direction, to assist with planning, organizing, directing, and coordinating the County Clerk/Recorder/Registrar/Clerk of the Board functions of Mono County; to exercise day-to-day responsibility for the planning and execution of local elections; to assist with supervision and training of Department staff; to assist with the oversight of receiving, reviewing, and processing of property and title documents; to assist the oversight of vital statistics functions; to provide back-up for Clerk of the Board of Supervisor functions; to perform special projects, as assigned; to provide a variety of general assistance and answer questions regarding the functions and policies of the County Clerk/Recorder /Registrar/Clerk of the Board of Supervisors Department and elections procedures and processes; to act on behalf of Clerk/Recorder/Registrar/Clerk of the Board in his/her absence; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized single position classification for the position which serves as management support for the Mono County Clerk/Recorder/Registrar/Clerk of the Board of Supervisors. The incumbent provides daily oversight for the planning and coordination of County elections, as well as provides special administrative support for the County Clerk/Recorder/ Registrar/Clerk of the Board of Supervisors.

### **REPORTS TO**

County Clerk/Recorder/ Registrar/Clerk of the Board of Supervisors.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Assists with the supervision and training of Department staff.

## **ASSISTANT COUNTY CLERK/RECORDER/REGISTRAR/CLERK OF THE BOARD OF SUPERVISORS - 2**

### **EXAMPLES OF DUTIES**

**Assists with planning, organizing, directing, and coordinating the functions of the County Clerk/Recorder/Registrar/Clerk of the Board of Supervisors; plans, organizes, coordinates, and ensures the proper administration of County elections; assists with the daily supervision and training of assigned staff; assists with the establishment and control of the Department budget; maintains current knowledge of codes and regulations affecting the functions of the County Clerk/Recorder/Registrar/Clerk of the Board of Supervisors Department and the conduct of local elections; provides back-up for the Board of Supervisors Clerk; provides advice on code and law changes to other staff; ensures the proper maintenance of precinct records, maps, and other election information; establishes and directs candidate filing and reporting systems; insures preparation of proper reports for the Fair Political Practices Commission; prepares elections resolutions for the Board of Supervisors; assists with the oversight of the receiving, processing, and preparing of a variety of documents for recording in the County Recorder Office; oversees collection and accounting for recording fees; may certify documents, insuring that they are properly acknowledged, signed, and dated; may examine documents for completeness and conformance with legal requirements; assists with oversight of vital statistics functions; oversees the preparation and prepares periodic reports of Department activities; performs special projects; provides assistance and answers questions regarding the functions operations of the County Clerk/Recorder/Registrar/Clerk of the Board of Supervisors Department and County election functions; assists with public access to County Recorder's records within the guidelines of appropriate laws and legislation; answers correspondence; operates computers, maintaining and updating files and databases; generates computer reports; assists with the assessment appeals process and operates office equipment.**

### **TYPICAL PHYSICAL REQUIREMENTS**

**Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of microfilm and microfiche equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.**

### **TYPICAL WORKING CONDITIONS**

**Work is performed in an office environment; occasionally works outside; continuous contact with staff and the public.**

# **ASSISTANT COUNTY CLERK/RECORDER/REGISTRAR/CLERK OF THE BOARD OF SUPERVISORS - 3**

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

**County policies, rules, and regulations.**

**Policies, requirements, and functions of the County Registrar of Voters.**

**Laws, rules, regulations, and legislation affecting the functions and procedures of County Clerk/Recorder/Registrar/Clerk of the Board of Supervisors Department, including public access to documents and information.**

**Operations, rules, policies, and procedures of the County Clerk/Recorder/Registrar/Clerk to the Board of Supervisors Department.**

**Terminology related to land transactions, vital statistics, and the functions of the County Recorder Office.**

**Legal processes and documents.**

**Proper procedures for acceptance and filing of candidate documents.**

**Election and precincting procedures.**

**Establishment and maintenance of filing and information retrieval systems.**

**Personal computers and software applications related to County Clerk/Recorder and election functions.**

**Principles of supervision, employee evaluation, and training.**

### **Ability to:**

**Assist with planning, organizing, coordinating, and directing the functions of the County Clerk/Recorder/Registrar/Clerk of the Board of Supervisors Department.**

**Assist with supervision, training, and evaluation of assigned staff.**

**Examine and determine the acceptability of documents for recording.**

**Interpret, explain, and apply a variety of policies, rules, procedures, and regulations.**

**Read and understand statutes and instructions related to documents, operations, and functions of the County Clerk/Recorder/Registrar/Clerk of the Board of Supervisors Department.**

**Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.**

**Gather, organize, analyze, and present a variety of data and information.**

**Prepare, clear, concise and accurate records and reports.**

**Maintain and update accounting and fiscal records.**

**Use a personal computer and appropriate software for assigned functions.**

**Effectively represent the County Clerk/Recorder/Registrar/Clerk of the Board of Supervisors Department in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies. Establish and maintain cooperative working relationships.**

## **ASSISTANT COUNTY CLERK/RECORDER/REGISTRAR/CLERK OF THE BOARD OF SUPERVISORS - 4**

**Training and Experience:** 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:

- Bachelor Degree with major course work in business administration, government, communications, or political science is highly desirable.
- At least four (4) years of responsible experience performing a variety of processing and support functions in connection with document processing, vital statistics records maintenance and reporting and/or the planning and conduct of local elections, administration, including at least one (1) year in a supervisory position.

**Special Requirements:** Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

*The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Mono assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding or the individual "At-Will" currently in effect.*