Job Announcement: Los Angeles County Registrar-Recorder/County Clerk

Job Title: HEAD, ELECTION AND DOCUMENT PROCESSING SERVICES
Closing Date: Open until the needs are met
Salary: $4,136.91 - $5,574.64 MONTHLY
Job Type: Full-Time Permanent
Location: Norwalk, California

Position Information:
Positions allocable to this class report to a Division Chief, Registrar-Recorder/County Clerk and are distinguished by their responsibility for supervising, through subordinate supervisors, a specialized unit engaged in ordering election related materials, performing election services, recording, maintaining, processing or microfilming documents filed with the Registrar-Recorder/County Clerk. Incumbents must have an extensive knowledge of a body of laws, policies, procedures, and operations concerning elections and the processing of documents to be able to issue instructions on, or interpret such laws and policies in unusual or complex situations. They must also be able to exercise tact and diplomacy in dealing with the public and must possess knowledge of the principles of supervision.

Example of Duties:
Plans, directs, assigns and evaluates; through subordinate supervisors.

- Gives advice or instruction to individual employees on both work and administrative matters, and resolves technical work problems not covered by precedents or established policies.
- Studies problems in quality and quantity of work and operating effectiveness and takes or recommends necessary corrective action; recommends individual procedures and practices and supervises the implementation of approved changes.
- Resolves personnel and public relations problems referred by line supervisors. Interprets and explains to subordinates the application of directives and legislative changes.
- Directs the preparation of reports, business correspondence and budget requests and justifications.
- Interviews and hires personnel, coordinating with the Personnel Office the cutbacks and increases caused by a varying work load and a large number of recurrent employees.
- Participates in the planning and execution of training programs for employees; coordinates a continuing educational program for all general and specialized jobs within the division.
- Implements minor disciplinary measures and recommends action.
- Coordinates the maintenance of returned election materials including booths, tubs, paper supply kits, etc.

Selection Requirements:
Five years office clerical experience, three (3) years of which must have been at the level of Intermediate Supervising Clerk or higher in election or recorder services.

**Physical Class: 2 - Light:**
Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**Licenses:** A valid California Class C Driver License or the ability to utilize an alternative form of transportation to perform the job-related essential functions of the position.

**Special Requirement Information:** In the County of Los Angeles experience at the level of Intermediate Supervising Clerk means supervises a large number of employees performing general and specialized office clerical work or a smaller number performing more diversified and difficult duties.

**Desirable Qualifications:**
Experience handling cash disbursements and maintaining cash controls and cash records.

Excellent problem solving skills.

Experience interacting with the public.

Excellent customer service skills.

Experience utilizing MS Office (Word, Excel and Access) software or other computer applications.

**Examination Content:**

**Part I:** An evaluation of training and experience based on the information submitted on your County of Los Angeles Employment Application and Supplemental Information Form weighted 60%.

**Part II:** An Interview covering, training, experience personal fitness and general ability to perform the duties of the position weighted 40%.

Only those candidates who achieve a passing score of 70% or higher on each weighted part of the examination will be placed on the eligible register.

**Instructions for Filing Online:** The Standard Los Angeles County Employment Application and Supplemental Information Form for this examination will be accepted beginning Friday, July 11, 2008. Applications electronically received after 5:00 p.m., PST, on the last day of filing will not be accepted. TO APPLY ONLINE, CLICK THE LINK BELOW.


**Supplemental Information Form:**
Additional Information may be found at:
[http://easier.co.la.ca.us/jobs/Supplemental/E1205J.doc](http://easier.co.la.ca.us/jobs/Supplemental/E1205J.doc)