

# CLERK-RECORDER SERVICES SPECIALIST (EATA-2017A)

## Supplemental Questionnaire

The supplemental questionnaire is part of the application process. The purpose of the questionnaire is to provide applicants the opportunity to elaborate on their qualifications. Your responses to the questionnaire will be used to evaluate your relevant experience to determine which applicants will be invited to participate in a competitive oral examination.

Answer the questions below and submit your responses with your on-line application. Although you may submit a resume to further describe your qualifications or additional information, such items may not be substituted in lieu of the supplemental questionnaire. An incomplete supplemental questionnaire will result in disqualification. Do not answer any question by indicating "see attached resume."

An application submitted without the supplemental questionnaire is considered incomplete and will be disqualified.

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1. **EXPERIENCE:** Please select all areas in which you have prior Clerk and Recording experience.
  - Recorded and filed legal documents [in a public office], such as birth, death or marriage certificates, real property records
  - Recorded, filed and processed fictitious business name applications, notary bonds, environmental documents and other documents required by State, Federal laws to be filled with a County Clerk-Recorder agency
  - Reviewed and accepted applications in a County Clerk and Recorder agency
  - Issued marriage licenses and recorded marriage certificates in a County Clerk and Recording agency
  - Performed marriage ceremonies In a County Clerk and Recording agency
  - Examined Real Property documents for Recording in a County Clerk and Recording agency
  - Checked the Grantor/Grantee index of all recorded documents in a County Clerk and Recording agency
  - Recorded, filed and archived any of the above documents in a County Clerk and Recording agency
  - Imaging and indexing of legal documents in a County Clerk and Recording agency
  - I do not have any of the above experience
  
2. **Describe** the experience indicated above in question #3, including the following information:
  - Employer's Name, official work title
  - Employment dates and number of hours worked per function
  - Percentage (%) of time spent supporting this function
  - Scope of responsibilities(If you do not have any applicable experience, please indicate "N/A".)
  
3. I have at least one (1) year of Lead or Supervisory experience related to Clerk and Recording functions.
  - YES
  - NO
  
4. Please describe your experience leading/directing or supervising the work of others in a County Clerk and Recording agency. 7

5. Per Personnel Management Regulation (PMR) Rule 718, this eligible list may be used for alternative certification purposes to fill other vacancies such as Clerk-Recorder Services Technician. If you are hired permanently on an alternate certification, your name will be removed from the Clerk-Recorder Services Specialist eligible list. Would you like to be referred on alternate certifications?

YES

NO

6. I certify that I meet the announced requirements for this examination and understand that I will be eliminated at any stage in such examination if it develops that, in fact I do not meet them. I further certify that all statements made in this supplemental questionnaire and the application are true and I agree and understand that misstatements or omissions of material facts will cause forfeiture of my rights to employment with Contra Costa County.

Yes