

# Clerk/Recorder/Elections Technician - Senior

## Recruitment #2018-12565-01

<b>SALARY</b>	\$23.97 - \$29.14/hour; \$4,154.99 - \$5,050.36/month; \$49,859.89 - \$60,604.34/year
<b>DEPARTMENT</b>	County Clerk Recorder
<b>JOB TYPE</b>	Open
<b>DATE OPENED</b>	12/6/2018 12:00:00 PM
<b>FILING DEADLINE</b>	12/27/2018 5:00:00 PM
<b>EMPLOYMENT TYPE</b>	Permanent/Full Time (40 hrs/week)
<b>WORK LOCATION</b>	Auburn Area (Applegate, Auburn, Colfax, Foresthill, Meadow Vista, Penryn)
<b>ADDITIONAL FORMS REQUIRED</b>	Veterans DD214 (if applicable)
<b>HR ANALYST</b>	Laura Carucci

## INTRODUCTION

Placer County is comprised of over 1,400 square miles of beautiful and diverse geography, ranging from the residential and commercial areas of South Placer, westward through the historic foothill areas of Auburn, Foresthill, and Colfax, and to the County's jewel of the North Lake Tahoe basin. Placer is a great place to live, work, play and learn. For more information about Placer County, please visit [www.visitplacer.com](http://www.visitplacer.com).

## POSITION INFORMATION

The mission of the Placer County Clerk-Recorder-Elections Office is to provide courteous, timely and professional recording and elections services to the citizens, businesses and public agencies of the county with the utmost integrity, transparency, consistency, fairness, legal compliance and cost effectiveness, using both the trained and committed staff of the department and technology to advance operations.

Currently, a vacancy exists within the ***Elections Division***. Read more about the units below:

The Office of the County Clerk-Recorder-Elections is comprised of three units: Clerk, Recorder, and Elections.

Typical duties when assigned to the Clerk's Office are to issue birth, death and marriage vital record copies; perform civil marriages, including same sex marriages; and file fictitious business name statements.

Typical duties when assigned to the Recorder's Office are to examine documents for recording requirements, cashier transactions, scan and index documents, and process passport applications.

Typical duties when assigned to the Elections Office are to process voter registration cards; process vote-by-mail requests and official ballots; survey and secure polling locations; recruit and train poll workers; file official candidate paperwork; conduct voter outreach programs; and conduct federal, state, and local elections. Election season typically results in the necessity to work some weekends, evenings, and County-observed holidays. Positions in Elections typically require a valid driver's license.

To learn more about the Clerk/Recorder Division [click here](#) and to learn more about the Elections Division [click here](#).

***Placer County offers a comprehensive benefits package to employees. To learn more click here.***

The eligible list created from this recruitment may be used to fill future vacancies within the Clerk-Recorder-Elections Office.

## DEFINITION

To perform the more specialized, complex and responsible administrative, clerical and document processing functions within the elections and/or recording divisions of the Clerk/Recorder/Elections Office; to serve as a resource to assigned staff and the public regarding the more complex areas of assignment; to provide lead supervision to clerical and technical staff; and to perform other duties relative to assigned areas of responsibility.

## DISTINGUISHING CHARACTERISTICS

The Clerk/Recorder/Elections Technician - Senior is considered the advanced journey level class, distinguished from other classes in the series by the level of responsibility assumed, the complexity of duties assigned, independence of action taken and by the nature of the public contact made. Employees at this level perform the most difficult and responsible types of duties assigned to classes within this series including conducting research and problem resolution which requires specialized knowledge. The Clerk/Recorder/Elections Technician - Senior is required to perform all duties and responsibilities of multiple functional areas within the Clerk/Recorder/Elections Office and to provide technical and functional supervision over assigned clerical staff.

The Clerk/Recorder/Elections Technician - Senior is distinguished from the Clerk/Recorder/Elections Supervisor in that the latter is responsible for serving as a first level supervisor of a work unit or program area within the Clerk/Recorder/Elections Office.

## SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management or supervisory staff.

May exercise functional and technical supervision over lower level technical and clerical staff.

## EXAMPLES OF ESSENTIAL DUTIES

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

- Perform the more complex and specialized administrative and clerical duties within assigned functional areas; compile data; summarize and maintain a variety of reports, records, lists and files.
- Train assigned employees in their areas of work including recording or elections methods, procedures and techniques.
- Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
- Process and verify a variety of documents including general and legal correspondence, memos and statistical charts.
- Serve as a resource to the general public; provide answers and information regarding processes and procedures for assigned area.
- Sort and file legal and general documents and records; maintain alphabetical, index and cross-reference files.
- Operate standard office equipment including personal computers and supporting word processing, spreadsheet or database programs.
- Provide and maintain quality customer service relationships with co-workers, other County employees and the general public.
- Perform related duties as assigned.

In addition to the above:

**When assigned to Clerk Services:**

- Provide customer service over the phone and in person at the clerk and copy counters; perform cashiering services; certify and copy vital records, maps and other documents.
- Receive, review, verify and enter data on a variety of legal documents and records including marriage licenses, birth certificates, death certificates, certificates of notary, notices of determination and fictitious business names; verify identity of applicant.
- Officiate marriage ceremonies, or deputize members of the public to officiate ceremonies, in accordance with State law.
- Update and transmit official records on computerized systems on a daily basis; remove transmitted documents on a weekly basis; run month-to date and year-to-date system audits.
- Prepare monthly subscription billings for customers who subscribe to special reports on fictitious business names and official records.
- Log and track all vital statistics in preparation for scanning.
- Organize and direct the workflow in the Imaging Center; train assigned staff on various equipment used in imaging process.
- Organize and participate in the copying of records documents from microfiche; distribute to appropriate personnel for processing.
- Copy, prepare and scan records and documents; make CD's of scanned documents; roll film for documents and maps that have been recorded.
- Maintain logs, files and statistical information pertaining to documents processed.
- Troubleshoot mechanical and/or technical problems on scanning equipment.

**When assigned to Recording:**

- Provide customer service over the phone and in person at the recording counter; perform cashiering services.
- Determine appropriate categories of action to be initiated based upon the content of the documents, applicable laws, and regulations; record real property documents; process passport applications, and apply county seal.
- Review complex legal documents to determine if the documents meet recording requirements; identify parties in document for indexing.

- Respond to questions from the public regarding the recording of real property records; explain the application of the Government Code, or other statutes and regulations specifying actions to be taken as a result of the information provided; and prepare correspondence to answer questions regarding actions taken based on information in the documents.
- Enter information into a computer system to initiate actions based on documents received and analyzed; apply proper codes for transactions.
- Correct cashiering errors made by assigned staff; void documents and re-cashier as necessary; enter the correct codes for page count, transfer tax and the number of documents indexed; pay out appropriate accounts.

**When assigned to Elections:**

- Compile, maintain and file voter registration documents, materials and logs; update and maintain manuals, indexes, voter registrations and inventory control files; process vote by mail voter requests; enter new voter registration cards; change, cancel or remove records; return incomplete voter registration cards.
- Verify voter materials; review precinct rosters for duplicate voters and changes noted by precinct workers; make street and precinct changes based on information from other agencies or departments; change voters to correct precinct; verify petitions using the optical disc signature retrieval program.
- Provide support to election processes and procedures; recruit, train and direct work of precinct poll workers; visit prospective polling places to determine desirability of locations and compliance with ADA requirements; organize and direct the work of temporary staff in assembling and distributing precinct materials and supplies; update training materials.
- Ensure the provision of adequate supplies and materials; maintain supply inventory; supervise prompt delivery of ballot containers; assure adequacy and proper operations of voting equipment; make emergency pick-up or delivery of voting supplies.
- Submit documents or reports to other agencies; create and maintain National Voter Registration Act records for reporting to the state and federal government; sort, mail out and process out-of-county notices to appropriate counties; enter data and generate reports.
- Proofread sample and official ballot materials and make corrections as needed.
- Assist candidates, officeholders and voters with questions and elections information.
- Process election cost invoices and claims for payment; balance and deposit revenue; collect candidate and district election fees.
- Collect and summarize election cost data; calculate and prepare billing for election services.

## MINIMUM QUALIFICATIONS

**It is the responsibility of applicants to identify in their application materials how they meet the minimum qualifications listed below.**

**Experience:** Four years of increasingly responsible experience in analyzing legal documents including two years of experience performing duties similar to a Clerk/Recorder/Elections Technician-Journey in Placer County.

**Training:** Equivalent to the completion of the twelfth grade.

**License or Certificate:**

May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

## KNOWLEDGE, SKILLS, AND ABILITIES

**Knowledge of:**

- Principles of lead supervision and training.
- Office methods and equipment including computer systems and applicable software applications.
- Specific documents processed and the appropriate actions to be taken based upon the requirements of applicable codes, statutes and regulations.
- Principles and procedures of complex record keeping and filing.
- Principles and practices of customer service and proper phone etiquette.
- Mathematic skills.
- Pertinent federal, state and local laws, codes and regulations.
- English usage, spelling, grammar and punctuation.

In addition to the above:

**When assigned to Clerk Services:**

- Legal requirements for processing, recording and filing official documents including birth and death certificates, marriage licenses, fictitious business names, and related documents.
- Office coding system for cashier documents.
- Principles and practices of micrographics.
- Chemicals and equipment used in developing microfilm.
- Operating procedures of microfilm printers, digital cameras, high speed, flatbed and wide format scanners, video equipment, as well as CD burners and associated computerized processes.

**When assigned to Recording:**

- Key items of information contained in documents that require the initiation of subsequent actions by the department.
- Legal descriptions pertaining to vital statistics, property transfers or descriptions of real property.
- Applicable sections of the Government Code, and rules and regulations pertaining to the transactions required by documents processed.

**When assigned to Elections:**

- Organization and operating details of the County Elections Division.
- Statutes and ordinances governing election procedures including California Election Code and other codes and statutes related to voter registration, vote by mail voting and canvassing procedures.
- Principles of the National Voter Registration Act.
- Operating procedures of the polls and precinct desk.
- Equipment and materials utilized in the conduct of elections.
- Specialized computer programs utilized in the election process.
- Methods and techniques of training precinct and poll workers.
- Operating procedures of an elections warehouse.

**Ability to:**

- On a continuous basis, sit at a desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift lightweight.
- Lead, organize and review the work of assigned staff.
- Perform more complex and specialized clerical duties in assigned area of responsibility including maintenance of appropriate records and preparation of reports.
- Identify and interpret complex technical and numerical information.
- Understand the various documents to be processed and analyzed.
- Examine and verify check records, documents and data.
- Respond to requests and inquiries from the general public.

- Retrieve, store and remove information in a wide variety of manual and automated filing systems.
- Maintain security and confidentiality of restricted information.
- Type or enter data at a speed necessary for successful job performance.
- Perform mathematical calculations.
- Operate office equipment including computers and supporting software applications.
- Interpret and apply federal, state and local laws, codes and regulations.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

In addition to the above:

**When assigned to Clerk Services:**

- Ensure identification of applicants.
- Research discrepancies in applications.
- Issue marriage licenses, certified copies of birth, death, and marriage certificates, and file fictitious business name statements.
- Operate microfilm cameras, various scanners, video cameras, and related equipment.

**When assigned to Recording:**

- Process and record a large volume of documents with a high degree of accuracy.
- Review complex documents to determine appropriate processing.
- Prepare letters and correspondence.
- Read and understand manuals related to recording processing requirements.

**When assigned to Elections:**

- Understand, interpret and explain election codes and procedures to the public.
- Read, understand and apply provisions of the California Elections Code to specific situations.
- Organize and coordinate the work of permanent elections staff and temporary precinct and poll workers.
- Perform assigned elections processes and operations.
- Operate optical and bar code scanners.
- Sort and file election documents in compliance with mandated standards.
- Monitor and order election materials and supplies.
- Operate elections equipment and materials.

## SELECTION PROCEDURE

**Training & Experience Rating (100%)**

Based upon responses to the supplemental questionnaire, the applicant's education, training and experience will be evaluated using a pre-determined formula. Scores from this evaluation will determine applicant ranking and placement on the eligible list.

## CONDITION OF EMPLOYMENT

Prior to the date of hire, applicants must undergo a fingerprint test by the Department of Justice, pass a medical examination (which may include a drug screening and possibly a psychological evaluation), sign a constitutional oath and submit proof of U.S. citizenship or legal right to remain

and work in the U.S. For some positions, applicants may also be required to submit proof of age, undergo a background investigation (which may include a voice stress analysis and/or a polygraph) and/or be bonded. Additionally, positions in law enforcement classifications, and those supporting law enforcement functions will be required to complete a conviction history questionnaire prior to or during the interview process. Applicants for positions with access to Medi-Cal billing software or who are licensed providers must clear the Federal Exclusion List, credentialing, and social security verification. Failure to clear these requirements may result in an employment offer being withdrawn.

## **SUBSTITUTE LISTS**

The eligible list(s) resulting from this recruitment may be certified as a substitute list for a substantially similar classification. For this purpose, a substantially similar classification is one at a lower level in the same classification (example: entry level vs. journey) and/or a similar classification (similar work performed, similar training and experience qualifications required). If you are contacted for an interview by a County department, you will be informed of the classification and other relevant information. If you choose not to interview for a substantially similar classification, you will remain on the eligible list for which you originally applied.

## **EMPLOYEES OF OTHER PUBLIC AGENCIES**

Placer County offers an expedited process for qualifying certain applicants for interviews. Candidates currently employed, or employed within the last year, by a public agency operating under a personnel civil service or merit system may be eligible to be placed on a Public Agency Eligible List and certified as eligible for appointment to a similar job assignment without going through the examination process. For more information on the Public Agency Eligible List, to download forms, or to apply, please [click here](#).

## **EQUAL OPPORTUNITY EMPLOYER**

Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment, discrimination and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race, color, ancestry, religion, national origin, physical disability (Including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including pregnancy, childbirth and related medical conditions), or any other classification protected by federal, state, or local law. Please contact the Human Resources Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.

## **BENEFITS**

The following information represents benefits currently available to permanent Placer County employees and may be subject to change. It is advisable that applicants inquire as to the most current benefit package during hiring interviews or by contacting the Human Resources Department.

[Click here to view benefits for General bargaining unit](#)

**Click on a link below to apply for this position:**

<b>Fill out the Supplemental Questionnaire and Application NOW using the Internet.</b>	<a href="#">Apply Online</a>
<b>View and print the Supplemental Questionnaire.</b>	This recruitment requires completion of a supplemental questionnaire. You may view and print the supplemental questionnaire here.

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