COUNTY OF CONTRA COSTA
Department of Human Resources
651 Pine Street, 2nd Floor,
Martinez, CA 94553
(925) 335-1700
http://agency.governmentjobs.com/contracosta/default.cfm
INVITES APPLICATIONS FOR THE POSITION OF:

Clerk-Recorder Services Specialist
An Equal Opportunity Employer

**SALARY**
$24.89 - $30.25 Hourly  
$1,991.24 - $2,420.36 Biweekly  
$4,314.35 - $5,244.11 Monthly  
$51,772.20 - $62,929.32 Annually

**ISSUE DATE:** 11/26/18  
**FINAL FILING DATE:** 12/07/18

**THE POSITION**

**Bargaining Unit: Local 2700 - General Clerical Unit**

The Contra Costa County Clerk-Recorder is currently recruiting for the position of Clerk-Recorder Services Specialist, located in the Recorder’s Division of the Clerk-Recorder-Elections Department, in downtown Martinez, CA.

The Clerk-Recorder Services Specialist is a lead technical position assigned to one of the specialized units of the Recorder’s Division: Recording, Clerk Services, Imaging/Indexing and Archive/Warehouse Services. This position performs the most complex and technical support activities associated with the day-to-day operations of the Clerk-Recorder Division; provides lead direction to Clerk-Recorder Division personnel, including Clerk-Recorder Services Technicians, clerical and temporary staff.

**The ideal candidate will have a proven track record demonstrating the following:**

- Knowledge and understanding of County and Recorder functions
- Knowledge of principles and practices of work organization and supervision, combined with the ability to apply them in planning, coordinating, and directing the work activities of subordinates to meet specific deadlines.
- The ability to operate personal computers and peripheral equipment, including knowledge of spreadsheet, word processing, and database management programs
- Knowledge of codes and laws relating to County Clerk and Recording functions, and the ability to independently apply them
- Ability to work in a fast-paced environment with shifting priorities and timelines
- Excellent interpersonal skills, as the incumbent will interface with staff at all levels, as well as county officials and members of the public
- Effective oral and written communication skills

**Note:** The Clerk-Recorder Services Specialist is a specialized classification requiring knowledge of the California Codes, regulations and laws related to County Clerk and Recorder functions; **general clerical experience will not be considered.**

Read the complete job description at [www.cccounty.us/hr](http://www.cccounty.us/hr). The eligible list established from
this recruitment may remain in effect for six months.

TENTATIVE EXAM DATES

Tentative Oral Exam: January 9, 2019

TYPICAL TASKS

Depending on area of assignment, duties may include, but are not limited to the following:

All Units

- Provides lead direction to line staff, including Clerk-Recorder Services Technicians, clerical and temporary staff
- Assists in the performance evaluation of division employees, temporary and volunteer workers
- Uses computer-based programs and equipment to perform a variety of complex functions, including reports, form creation and processing, envelopes, instruction sheets, processing customer requests, on-line database research, data entry, cashiering, document indexing, correspondence, quality and accuracy verification
- Answers questions from the public regarding the most complex division issues, including laws and regulations governing clerk and recorder processes
- Conducts studies on division matters and prepares professional reports
- Performs the most complex and technical functions of the unit
- Identifies requirements and schedules adequate time to prepare necessary documents and supplies to meet deadlines according to appropriate codes and department’s procedures
- Designs, implements and reviews procedures to increase efficiency and accuracy of division processes
- Assures staff is adequately trained and procedures are up-to-date, according to current laws and codes
- Designs, presents and oversees training programs to Clerk-Recorder Division employees, volunteer workers, and members of the public
- Oversees file maintenance as well as materials and records related to the division
- May attend meetings, trainings and/or seminars related to functional unit
- Monitors and strictly controls access to confidential information
- Assures security policies and procedures are strictly followed at all times for the facility as well as documents and/or bank note security paper
- Provides positive customer service, in person, on the phone or electronically
- Assures subordinate staff provide positive customer service
- Oversees cashiering of transactions, fee collection and cash reconciliation, according to division policies and procedures
- Assists other functional units in day-to-day activities, as needed or as directed

In addition to the above:

Recording Services

- Examines the most complex maps, technical real property or other documents presented for recording
- Determines sufficiency for recording, completeness, accuracy and proper execution based on applicable California Codes and division procedures
- Rejects documents that do not meet recording requirements
- Corresponds with document presenters, specifying reason for recording rejection
- Oversees validation of the general index for accuracy and completeness
• Oversees the entering and maintenance data in the proprietary database system
• Perform front counter recording duties, including assisting the public with the most complex and technical recordings

Clerk-Services
• Oversees the examination of documents presented for filing for completeness, accuracy and proper execution
• Determines sufficiency of the most complicated and technical documents for filing based on applicable California Codes and division policies and procedures
• Oversees the entering and maintenance of data in the proprietary database system
• Provides guidance and direction to Clerk-Recorder Technicians
• Coordinates the customer service information counter operations
• May perform wedding ceremonies, according to division policies and procedures
• Oversees vital records copy processes, according to applicable California Codes and division policies and procedures
• Oversees issuance of marriage licenses, according to applicable California Code requirements and division policies and procedures
• Oversees issuance of oaths and witnessing of signatures by Deputy Clerks, according to applicable California Codes and division policies and procedures
• Oversees Professional Registration processes handled by the County Clerk
• Coordinates proper security processes for ordering, receipt and storage of registered supplies (vital record security bank note paper)
• Oversees schedule adherence and timely destruction of records
• Oversees office equipment routine maintenance and coordination of service/repair calls

Imaging/Indexing and Archive/Warehouse Support
• Oversees data entry, index verification and database maintenance of Clerk-Recorder Division records
• Coordinates redaction of documents to meet California State Social Security Truncation Program requirements
• Oversees imaging and indexing processes; including preparation, data and image input into database system
• Assures image and information quality control is according to and meets California Codes, division policies and procedures
• Maintains Clerk-Recorder archive and warehouse inventory
• Oversees access to archive facility
• Oversees schedule adherence and timely destruction of records
• Assures sufficient supply inventory is available for division operations
• Oversees office equipment routine maintenance and coordination of service/repair calls
• Oversees production and maintenance of Real Property records, indices or other document archives
• Oversees preparation of customer requests for electronic records. Assures completion according to California Codes, division policies and procedures

MINIMUM QUALIFICATIONS

License Required: Possession of a valid California Motor Vehicle Operator’s License. Out of state valid motor vehicle operator’s license will be accepted during the applicant process.

Education: Possession of a high school diploma, G.E.D. equivalency or high school proficiency certificate.

Experience: Two (2) years of full-time clerk and recording experience in a public office
performing Clerk and Recorder functions. At least one (1) year of the required experience, must have included lead or supervisory duties.

A completed Supplemental Questionnaire is required.

SELECTION PROCESS

1. Application Filing: All applicants must apply on-line at www.cccounty.us/hr and submit the information as indicated on the job announcement by the final filing date. A completed Supplemental Questionnaire is required at the time of applying.

2. Oral Interview: Conducted by a Qualifications Appraisal Board who will evaluate candidates in job-related areas. Candidates must receive a score of at least 70, which may be an adjusted score, in order to be ranked on the employment list. (Weighted 100%)

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices. As part of the application process, an applicant may be required to complete a Conviction History form. The Conviction History form should only be submitted when requested.

THE COUNTY OF CONTRA COSTA IS AN EQUAL OPPORTUNITY EMPLOYER AND VALUES DIVERSITY AT ALL LEVELS OF THE ORGANIZATION

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.

Clerk-Recorder Services Specialist Supplemental Questionnaire

* 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 #1, 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. Describe your experience leading/directing or supervising the work of others in a County Clerk and Recording agency.

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

* Required Question