



COUNTY OF NEVADA
invites applications for the position of:

Assistant County Clerk-Recorder

SALARY: \$47.31 - \$57.76 Hourly
\$3,784.80 - \$4,620.80 Biweekly
\$8,200.40 - \$10,011.73 Monthly
\$98,404.80 - \$120,140.80 Annually

OPENING DATE: 02/06/19

CLOSING DATE: 02/27/19 05:00 PM

DEFINITION AND CLASS CHARACTERISTICS:

Nevada County's Clerk-Recorder/Registrar of Voters seeks an experienced, collaborative leader to be the next Assistant Clerk-Recorder.

This single position management classification serves at the will of the County Clerk-Recorder, and acts on his/her behalf in his/her absence and provides full line and functional management responsibility for the department's Recorder, County Clerk and Elections divisions. This position is distinguished from the County Clerk-Recorder in that the latter is an elected position and has overall responsibility for all functions of the department.

Working at the County of Nevada offers expansive opportunities for growth and development, the ability to be a part of a challenging and rewarding work environment, and the satisfaction of knowing you're working to better our communities.

When you join the County of Nevada, you'll also have the freedom to explore the beauty of our county; with its picturesque landscapes, majestic Tahoe-Reno forests, historic towns, fine dining, a wide variety of entertainment and cultural activities. Please visit www.gonevadacounty.com and www.nevadacountygold.com for additional information about the community.

The Assistant Clerk-Recorder oversees a team of 10 positions including administrative support and management staff. This individual works closely with staff to manage budget and human resource needs, chairs the Voter Outreach and Education Committee, and maintains strong collaborative relationships with partner agencies and vendors. During election preparations, the office hires up to 60 extra-help temporary staff to assist with workload, and coordinates training and placement for our Vote Centers. The Assistant Clerk-Recorder actively participates with staff to complete key election tasks such as selecting vote centers, designing/publishing voter materials and mailings, conducting official canvass audits, and overseeing regular evaluations of election operations to identify, prioritize, and implement improvements as part of an annual program improvement plan. When potential or unexpected problems arise, the Assistant Clerk-Recorder ensures problem-solving and troubleshooting efforts produce solutions that are feasible, efficient and compliant with current law. In addition, the Assistant Clerk-Recorder is the primary contact for local municipal, school, and special districts as well as voters and candidates seeking information on both recording and election law and procedure.

The Assistant Clerk-Recorder stays abreast of proposed state and federal legislation, anticipates policy trends, and identifies strategies and develops plans to integrate new laws and regulations into existing procedures. Policy direction is provided by the elected Clerk-Recorder/Registrar of Voters, with significant discretion left to the Assistant Clerk-Recorder to interpret and apply that direction.

NOTE: Registrar of Voters Office staff are required to work a considerable amount of mandatory overtime during peak workload election periods. Consequently, the incumbent's presence is required to provide direct and continuous oversight of operations during mandatory overtime periods.

The ideal Assistant Clerk-Recorder will be a collaborative leader who can develop and maintain positive relationships with a wide range of stakeholders, agencies and vendors, including voters, news media, title companies, boards and commissions, state and federal legislative bodies, the Elections Legislative committee, the Recorders' Legislative committee, the California Department of Public Health-Vitals Division and the California Secretary of State. This individual will have the adaptability to shift from micro-level

oversight, training and direct supervision of staff activity, to macro-level oversight that involves anticipating and developing policy that assures compliance with state and federal regulations and laws in order to effectively maintain confidentiality of information and protect the integrity of both the recording and election processes. The most successful candidate will also possess:

- **Substantial experience evaluating and/or establishing policies and procedures to ensure efficiency of operations and compliance with current law**
- **Strategic planning skills to lead through significant change and promote a culture of inclusion, learning and excellence**
- **Extensive experience leading and motivating successful teams in a public sector environment**
- **An in-depth understanding of County governmental operations, policies and procedures**
- **Strong ethics and a high level of integrity**

Under administrative oversight, assists with planning, organizing, directing and managing the activities of the County Clerk-Recorder's office; provides highly complex staff assistance to the County Clerk-Recorder.

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EXAMPLES OF DUTIES:

Essential:

- Exercises direct supervision over clerical, technical and supervisory personnel
- Assists with planning, organizing, directing and coordinating the work of the department
- Assists in developing department goals and objectives; assists in the development and implementation of policies and procedures
- Provides day-to-day training to staff
- Assists in preparing, implementing and monitoring the department budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies
- Maintains current knowledge of laws, codes and regulations affecting the department's operations; communicates applicable information to staff
- Prepares reports and other documentation related to the department's Recorder and Election divisions
- Researches and prepares technical and administrative reports; prepares written correspondence
- Directs and coordinates the personnel administration activities of the department
- Recommends the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; maintains high standards of performance necessary for the efficient and professional operation of the department
- Attends meetings and may represent the County Clerk-Recorder before a variety of individuals or groups inside the County; represents the department to outside agencies and organizations; provides technical assistance as necessary
- Builds and maintains positive working relationships with those contacted during the course of work
- Acts in the absence of the County Clerk-Recorder

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of:

- Principles and practices of the County Clerk-Recorder's Office
- Principles and practices of elections management
- Pertinent local, State and Federal rules, regulations and laws specifically including election law
- Principles and practices of leadership, motivation, team building, and conflict resolution
- Principles and practices of supervision, training, and personnel management
- Principles and practices of policy development and implementation
- Budgeting procedures and techniques
- Principles and practices of computer systems and software
- Modern office procedures, methods and computer equipment
- Principles and practices of organizational analysis and management

Skill in:

- Planning, organizing and coordinating the functions of the County Clerk-Recorder's office
- Providing supervision and training to staff on a day-to-day basis; evaluating staffing needs
- Interpreting, explaining and applying laws which govern the activities and functions of the office
- Communicating effectively both orally and in writing
- Gathering data, analyzing information and preparing a variety of reports
- Budget preparation
- Maintaining confidentiality in the performance of duties
- Dealing tactfully and courteously with the public in explaining the functions, procedures and laws governing the activities of the County Clerk-Recorder's office
- Establishing and maintaining cooperative working relationships with those contacted in the course of work
- Working under pressure to meet multiple deadlines; working long hours as needed especially during election periods
- Managing multiple deadlines

EDUCATION AND EXPERIENCE REQUIRED:

COPIES OF DEGREES, TRANSCRIPTS, CERTIFICATES OR LICENSES LISTED AS REQUIRED IN THIS SECTION MUST BE ATTACHED TO THE APPLICATION

Bachelor's degree from an accredited college or university in public or business administration or a related field and four years of increasingly responsible experience involving activities similar to a County Clerk Recorders' office, including at least two years demonstrating management responsibility and supervision of professional and/or technical staff.

Licenses and Certificates:

Possession of a valid California driver's license within 30 days of hire.
 Certification as a California Professional Election Administrator preferred.

Physical Demands and Working Conditions:

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings; manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large documents holders (binders, manuals, etc.); mobility and strength to occasionally lift and carry supplies weighing up to 25 pounds; vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

Must work extended hours as needed during peak election periods.

Some accommodation may be made for some physical demands for otherwise qualified individuals who require and request such accommodation.

Other Requirements:

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.mynevadacounty.com>

Position #2019-0347
 ASSISTANT COUNTY CLERK-RECORDER
 KM

950 Maidu Avenue
 Nevada City, CA 95959
 530 265 7010

human.resources@co.nevada.ca.us

Assistant County Clerk-Recorder Supplemental Questionnaire

* 1. Which of the following choices best describes your level of education? Please note that failure to attach a copy of your college level transcripts (unofficial are accepted) or degree will result in disqualification.

- Did not graduate High School or GED
- High School or GED
- Some college: 0-59 units
- Some college: 60-89 units
- Some college: 90-119 units
- Associates Degree

- Bachelor's Degree
- Master's Degree

* 2. Which of the following choices best describes your years of increasingly responsible experience involving activities similar to a County Clerk Recorders' office?

- None
- Less than one year
- 1 year
- 2 years
- 3 years
- 4 years
- 5 or more years

* 3. Please select the choice that best describes your years of management responsibility.

- None
- Less than 1 year
- 1 year
- 2 years
- 3 years
- 4 years
- 5 or more years

* 4. Please select the choice that best describes your years of experience in supervision of professional and/or technical staff.

- None
- Less than 1 year
- 1 year
- 2 years
- 3 years
- 4 years
- 5 or more years

* Required Question