



C O U N T Y o f K E R N
2 0 1 9 J O B R E C R U I T M E N T

CHIEF DEPUTY

REGISTRAR of VOTERS

SALARY: \$69,259 – \$84,551 Annually



Kern County Chief Deputy Registrar of Voters

Kern County is seeking a Chief Deputy Registrar of Voters in the Elections Division. The Elections Division reports to the independently elected Auditor-Controller-County Clerk-Registrar of Voters and has a staff of 18 full-time employees. The Chief Deputy position reports directly to the Assistant Registrar of Voters and will oversee one or more sections within the Elections Division. This position offers a great opportunity for an individual with an understanding of the laws and regulations governing the conduct of elections in the state of California as well as the principles and practices of supervision, discipline, leadership, mentoring, and training.



Kern County has a population of over 905,800 and covers over 8,100 square miles. Bakersfield, the county seat, is the 9th largest city in California. Rivers, meadows, farmland, mountains, and high desert define the varied terrain throughout the county. Kern County is affordable and offers many opportunities for its residents. The County enjoys a lower cost of living than many parts of California, which is especially evident in less expensive housing. Culture and arts play a big part in the community. Kern County is home to museums, including the Bakersfield Museum of Art, Buena Vista Museum of Natural History, the California Living Museum (CALM), and the Kern County Museum, as well as the Bakersfield Symphony Orchestra. It is also home to minor league sports teams and several motor sports venues.

Kern County is fortunate to be rich in natural resources. It is the leading producer of agricultural products and the largest oil-producing county in the state of California.

Renewable energy is also produced in Kern County, which leads the state in wind production.

Adventurous types can enjoy a variety of recreational activities that can be experienced in Kern County.

Go camping at the Sequoia National Forest or rock climbing in the Red Rock Canyon State Park, visit Fort Tejon Historic Park, or enjoy fishing, rafting, & kayaking in the Kern River.

For more information about Kern County lifestyle, please visit The Kern County Board of Trade **VisitKern.com**.

Compensation

- Salary: \$69,259 - \$84,551 Annually
- Premium pay of 6% for new employees
- Vacation, Sick Leave, Holiday, and Administrative Time Off
- Defined Benefit Retirement Plan, 1937 Act
- Deferred Compensation, a 457 plan with up to 6% employer match
- Health Plan, Dental Plan, Vision Plan, and Life Insurance



Employment Standards

- Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration or closely related field AND
- Six (6) years of experience in operational activities of general, primary, and special elections, including three (3) years of experience supervising in an elections environment OR
- An equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential functions of the job.
- A certified Elections/Voter Registration Administrator (CERA), a California Professional Election Administrator Credential (CalPEAC), or four (4) additional years of elections experience may be substituted for the Bachelor's degree requirement.

Depending on the Area of Assignment, Responsibilities may Include the Following:

- Directs the verification and filing of all nomination papers for position offices, initiative referendums, and petitions.
- Responds to written and oral inquiries concerning voters and election results.
- Responds to questions from candidates, representatives of candidates, office holders, precinct officials, voters and the general public about campaign requirements, voting regulations, deadlines, penalties, and general information about elections.
- Oversees the ballot layout and creation of sample ballot booklets; coordinates the printing of official ballots and sample ballots.
- Oversees the official canvass of the vote and the issuances of certificates of election.
- Oversees voter registration including updating and maintaining the County voter file; validation of voter signatures when required by law.
- Directs the updating of precinct and district maps; oversees election precinct, jurisdictional and district boundary lines and maps; provides expertise to redistricting bodies regarding proposed plans; oversees the implementation of all redistricting plans.
- Assists in the analysis of proposed legislation and regulations affecting County Election procedures.
- May serve as the Public Information Officer for the division, conducting most radio, TV, and newspaper interviews.
- May oversee the Information Technology (IT) function within Elections and the Elections warehouse.

**Please submit your application to
<https://www.governmentjobs.com/careers/kernco>.**

