



COUNTY OF NEVADA
invites applications for the position of:

Clerk Recorder Assistant I

SALARY: \$1,484.80 - \$1,812.00 Biweekly
\$3,217.07 - \$3,926.00 Monthly
\$38,604.80 - \$47,112.00 Annually

OPENING DATE: 11/22/19

CLOSING DATE: 12/06/19 05:00 PM

DEFINITION AND CLASS CHARACTERISTICS:

Under general supervision, performs specialized clerical duties related to elections and recorder's administration; assists candidates in filing for election; helps ensure the documentation associated with an election is completed; reviews, cashiers, records, indexes and verifies various legal documents including vital statistics; and performs related work as required. Incumbents are normally assigned to either the Elections or Recorder's Office, but may be rotated between the offices.

This is the entry-level class in this series. Initially under close supervision, incumbents learn and perform a variety of duties related to election and recorder's documents. This class is flexibly staffed with Clerk-Recorder Assistant II and incumbents normally advance to the higher level after gaining experience and achieving proficiency which meet the requirements for Clerk-Recorder Assistant II.

EXAMPLES OF DUTIES:

Essential:

- Maintains the voter registration roll including processing affidavits, contacting registrants for additional information, verifying precincts, entering and updating data in the computer, generating reports, notices and labels, maintaining affidavit files, and notifying other counties of new registrants.
- Maintains current files and notifies elected and designated employees (per the Fair Political Practices Act) for filing requirements of conflict of interest and campaign statements.
- Prepares, assembles and distributes publications, notices, sample ballots, ballot cards and other printed materials related to elections within the County.
- Maintains custody of ballots, and hand counts or operates computerized ballot scanners to count ballots.
- Checks, sets up, performs basic maintenance and adjustment of voting equipment, and assigns and distributes it to precincts.
- Processes vote by mail applications and mails ballots.
- Examines legal documents for proper form, sufficiency of information, and conformance with legal requirements for filing and recording.
- Prepares and films/scans documents and vital records.
- Cashiers, records, indexes and verifies a variety of legal documents and vital records.
- Prepares certified copies of records for the public including marriage, birth and death certificates.
- Issues marriage licenses and performs civil marriage ceremonies.
- Receives calls and answers questions on procedures and processes of the Clerk-Recorder's Office.
- Prepares routine correspondence and a variety of reports and records.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of:

- Standard office methods, practices, procedures and equipment, including computer terminals

- Correct English usage, including spelling, grammar and punctuation
- Basic ability to communicate effectively in writing
- Basic arithmetic
- Data processing and use of computer terminals
- Specific forms, documents and procedures of the Clerk-Recorder's Office
- Operation and basic maintenance of equipment
- Laws, regulations and procedures for processing various legal documents and applications

Skill in:

- Understanding and carrying out verbal and written instructions
- Performing a variety of work involving independent judgment
- Maintaining and organizing accurate records and files
- Making accurate arithmetical calculations
- Composing correspondence and preparing routine reports and records
- Operating and basic maintenance of standard office equipment, including computers related to elections
- Typing accurately from printed copy
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Understanding, interpreting and applying laws, rules, policies and procedures as related to the work of the Clerk-Recorder's Office

EDUCATION AND EXPERIENCE REQUIRED:

Equivalent to completion of twelfth grade and at least one year of clerical experience at a level equivalent to the position of Office Assistant II with the County of Nevada OR Associate of Arts/Sciences degree from an accredited college or university.

Licenses and Certificates:

Possession of a valid California driver's license within 30 days of hire.

Typing at net rate of 40 wpm. **MUST ATTACH A TYPING CERTIFICATE SHOWING A NET RATE OF 40 WPM. FAILURE TO ATTACH THIS CERTIFICATE WILL RESULT IN DISQUALIFICATION.**

Physical Demands and Working Conditions:

Mobility and manual dexterity to work in a standard office environment and use standard office equipment; speech and hearing to communicate in person and by telephone; vision to read handwritten and printed materials and a computer screen; strength and agility to lift and position supplies weighing up to 25 pounds.

Must work additional hours as needed during peak election periods.

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

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>

950 Maidu Avenue
Nevada City, CA 95959
530 265 7010

human_resources@co.nevada.ca.us

Position #2015-0077
CLERK RECORDER ASSISTANT I
KM

Clerk Recorder Assistant I Supplemental Questionnaire

- * 1. Which of the following best describes your level of education?
- Did not graduate High School or GED
 - High School or GED
 - Some College
 - Associates Degree
 - Bachelor's Degree
 - Master's Degree
- * 2. Which of the following best describes your clerical experience?
- None
 - Less than one year
 - 1-2 years
 - 2-3 years
 - 3-4 years
 - 4-5 years
 - 5 or more years
- * 3. Have you attached a typing certificate which verifies your ability to type at least 40 words per minute? Failure to attach a typing certificate will disqualify your application from further consideration.
- Yes
 - No, I don't have one
- * Required Question