COUNTY OF SANTA CLARA
For new members, salaries above a limitation
No

Job Bulletin

*11. Do you possess election specific certification(s)? If yes, please provide the following

*8. Select from the following that you have experience with as it relates to elections processes:

*6. Describe your experience performing supervisory responsibilities. Include the number and

1. Please answer the following questions. Completion of the following supplemental questions

2. What is the highest level of education you have completed?

DISASTER SERVICE WORKERS:

education, training and experience relative to the required knowledge and abilities for the position

This recruitment may require completion of Supplemental Questions in order to evaluate your

for a numerically scored examination, as applicable by Memorandum of Understanding.

DD214 form, and received a discharge of other than dishonorable, from the armed forces showing

VETERANS PREFERENCE INFORMATION:

Ability to:

Devise and adapt methods and procedures to meet changing program needs;

Manage multiple projects and details under limited time demands;

Apply independent judgement and initiative;

Effective communication techniques;

Contemporary office practices and procedures;

Reviews and approves all polling places selected for an election;

Directs the updating of precinct and district maps; maintains election precinct, jurisdictional

quotation requests and estimates production costs;

Prepares ballot copy, pamphlet copy and/or precinct instructions, orders and prepares

forms, recording of voters and absentee canvassing procedures;

Maintains candidate registration files, polling place materials and returns for election

process;

Ensures the accuracy of all ballot and informational materials and proofreads materials for

accordance with program needs;

Coordinates and supervises designated election day activities;

Develops, implements and revises procedures and related forms;

The first position is responsible for managing the Candidate Services Division. The

sufficient qualified applications have been received. Postmarks are not acceptable, therefore it is

hours worked per week. If none, type N/A.

If none, type N/A. Note: Typically responsible administrative experience includes analyzing

laws and processes related to the functions of the Registrar of Voters Office. Indicate

your experience. A response of "see resume" or "see application" will deem your application

as complete as possible, as no additional information will be accepted from applicants once

assessment to identify those candidates to be invited to continue in the examination

employment standards, this information will be critical in the subsequent competitive

For a currently employed member, the limit is $280,000 for 2019.

imposed by federal law (that limit per IRS is $124,180 for 2019): (1) neither the County nor the

jurisdictions in preparation of their respective elections, as well as creating the

Candidate Services Division is responsible for the creation and distribution of candidate

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