

Elections Supervisor - Senior

Clerk/Recorder/Elections Supervisor - Senior

Recruitment #2019-13405-01

SALARY	\$29.14 - \$35.42/hour; \$5,050.36 - \$6,138.76/month; \$60,604.34 - \$73,665.07/year
DEPARTMENT	County Clerk Recorder
JOB TYPE	Open
DATE OPENED	5/23/2019 5:00:00 PM
FILING DEADLINE	6/13/2019 5:00:00 PM
EMPLOYMENT TYPE	Permanent/Full Time (40 hrs/week)
WORK LOCATION	Auburn Area (Applegate, Auburn, Colfax, Foresthill, Meadow Vista, Penryn)
ADDITIONAL FORMS REQUIRED	Veterans DD214 (if applicable)
HR ANALYST	Laura Carucci

INTRODUCTION

Placer County is comprised of over 1,400 square miles of beautiful and diverse geography, ranging from the residential and commercial areas of South Placer, westward through the historic foothill areas of Auburn, Foresthill, and Colfax, and to the County's jewel of the North Lake Tahoe basin. Placer is a great place to live, work, play and learn. For more information about Placer County, please visit www.visitplacer.com.



Employees will receive a 2% general wage increase effective June 8, 2019.

POSITION INFORMATION

The Placer County Clerk-Recorder-Elections Office has a current vacancy for a Senior Elections Supervisor. The Office is looking for someone with experience in the development, supervision, and administration of elections programs. The ideal candidate will have supervised in an elections office or similar agency that emphasizes cooperation, accountability and transparency and has the ability to communicate effectively with management, staff, other county departments, jurisdictions and the voters of Placer County. To learn more about the Elections Division of the Clerk-Recorder-Elections Office please [click here](#).

In addition to the minimum education and experience, the ideal candidate will possess experience and vision in the following areas:

- State and federal election laws
- Voting systems
- General operating policies and functions of the California Secretary of State's Office
- Best practices and current trends in successful election administration, community education and outreach programs
- Principles and techniques of effective employee supervision and development, training, management practices and public administration.

Placer County offers a comprehensive benefits package to employees. To learn more [click here](#).

DEFINITION

To supervise, plan and coordinate the day-to day operations and activities of an assigned section within the recording or elections divisions of the County Clerk/Recorder/Elections Office; to provide direct supervision over supervisory, technical and clerical staff; to coordinate assigned activities with other departments, divisions, outside agencies, businesses and the general public; and to provide highly responsible and complex staff assistance to higher level management staff.

DISTINGUISHING CHARACTERISTICS

The Clerk/Recorder/Elections Supervisor - Senior is distinguished from the Clerk/Recorder/Elections Supervisor by the senior level's responsibility for serving as a second-level supervisor within a program area; positions at the senior level may also assume substantive and significant programming responsibility within a defined area or specialty.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from higher level management staff.

Exercises direct supervision over supervisory, technical and clerical staff.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Plan, direct and coordinate the organization, staffing, operations and activities of the Clerk, Recording, or Elections divisions of the County Clerk/Recorder/Elections Office.
- Participate in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures.

- Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
- Direct, coordinate and review the work plan for assigned clerk, recording, or elections services and activities; assign work activities and projects; monitor workflow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Select, train, motivate and evaluate assigned personnel; assign and review the work of subordinate staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Assist with the supervision of assigned sections within the Clerk, Recording, or Elections divisions.
- Direct the acquisition and implementation of new technology, including the development of new or revised procedures and necessary communications and training.
- Participate in the development and administration of assigned section or program budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.
- Provide staff assistance to higher level management staff; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
- Research and monitor new laws, codes, ordinances, and/or regulations and determine impact on procedures within assigned area; interpret and explain the most complex laws and regulations related to area of assignment; develop programs and procedures to comply with new laws.
- Plan and implement the issuance and processing of forms and documents related to area of assignment.
- Collect and maintain statistical information relating to area of assignment; generate and analyze all computer-generated accounting and indexing reports.
- Direct the collection of cost data; oversee billing of invoices and claims for payment and the collection of fees.
- Research difficult customer service situations and assist in responding to the public, businesses, other agencies, and departments regarding services provided by assigned division.
- Initiate security procedures when needed; develop, implement and train staff on security procedures.
- Prepare and update written materials explaining policies, procedures and programs within the Clerk, Recording, or Elections divisions.
- Coordinate clerk, recording or elections activities with those of other divisions, outside agencies, and organizations.
- Interact with staff, management and all levels of government and private agencies including federal, state, county, and municipal city officials, companies and individuals, by providing information concerning office policy and procedures.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations pertinent to assigned program area and oversee outreach activities and/or public workshops.
- Develop, organize and complete special projects and related duties as assigned.

MINIMUM QUALIFICATIONS

It is the responsibility of applicants to identify in their application materials how they meet the minimum qualifications listed below.

Experience and Training

Any combination of experience and training would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of increasingly responsible clerk, recording or elections experience, including two years of supervisory experience comparable to a Clerk/Recorder/Elections Supervisor with Placer County.

Training: Equivalent to an Associate degree from an accredited college or university with major course work in business administration, public administration or a related field.

License or Certificate:

- May need to possess a valid driver's license as required by the position.
- Proof of adequate vehicle insurance and medical clearance may also be required.

NOTE: Applicants receiving their degree outside the United States must submit proof of accreditation by a recognized evaluation agency.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Functions, organization and procedures of the County Clerk/Recorder/Elections Department.
- Principles of supervision, training and performance evaluation.
- Operations, services and activities of the clerk, recording, or elections divisions.
- Proper research and analysis practices.
- Principles and practices of budget preparation and administration.
- Principles and practices of administrative and statistical report preparation.
- Office procedures, methods and equipment including computers and applicable software applications including word processing, spreadsheets and database programs.
- Specialized hardware and software systems within assigned area.
- Principles and practices of customer service and public relations.
- Advanced mathematical principles.
- Pertinent federal, state and local codes, laws, regulations and practices related to area of assignment.
- Legal terminology, procedures, documents, and forms applicable to area of assignment.
- Methods and techniques of researching documents, codes, laws, rules and regulations related to area of assignment.
- Cash handling procedures.
- Principles and practices of a safe working environment.

Ability to:

- Organize, implement and direct the operations of assigned section or program area.
- Supervise, direct and coordinate the work of lower level staff.
- Select, train and evaluate staff.
- Develop and implement programs and procedures to meet the goals of the assigned section or program area.
- Understand, interpret, and explain the more complex County clerk, recording, or election policies and procedures.
- Observe, identify and problem solve problems of operational and/or technical policy and procedures.
- Analyze work papers, statistical reports, historical data and legal text.
- Maintain security and confidentiality of restricted information.
- Respond to requests and inquiries from the general public.
- Perform advanced mathematical calculations.
- Prepare and monitor budget in assigned area.
- Ensure the provision of quality customer service in assigned area.
- Operate office equipment including computers and supporting software applications.
- Interpret and apply federal, state and local laws, codes and regulations.
- Plan and organize section or program work to meet changing priorities and deadlines; evaluate operational effectiveness.
- Monitor and evaluate the projected needs for equipment, materials, supplies and staff.
- Direct the acquisition and implementation of new technology, including the development of new or revised procedures and necessary communications and training.
- Prepare clear and concise technical and administrative reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- On a continuous basis, sit at a desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift light weight.

SELECTION PROCEDURE

Training & Experience Rating (100%)

Based upon responses to the supplemental questionnaire, the applicant's education, training and experience will be evaluated using a pre-determined formula. Scores from this evaluation will determine applicant ranking and placement on the eligible list.

CONDITION OF EMPLOYMENT

Prior to the date of hire, applicants must undergo a fingerprint test by the Department of Justice, pass a medical examination (which may include a drug screening and possibly a psychological evaluation), sign a constitutional oath and submit proof of U.S. citizenship or legal right to remain and work in the U.S. For some positions, applicants may also be required to submit proof of age, undergo a background investigation (which may include a voice stress analysis and/or a polygraph) and/or be bonded. Additionally, positions in law enforcement classifications, and those supporting law enforcement functions will be required to complete a conviction history questionnaire prior to or during the interview process. Applicants for positions with access to Medi-Cal billing software or who are licensed providers must clear the Federal Exclusion List, credentialing, and social security verification. Failure to clear these requirements may result in an employment offer being withdrawn.

SUBSTITUTE LISTS

The eligible list(s) resulting from this recruitment may be certified as a substitute list for a substantially similar classification. For this purpose, a substantially similar classification is one at a lower level in the same classification (example: entry level vs. journey) and/or a similar classification (similar work performed, similar training and experience qualifications required). If you are contacted for an interview by a County department, you will be informed of the classification and other relevant information. If you choose not to interview for a substantially similar classification, you will remain on the eligible list for which you originally applied.

EMPLOYEES OF OTHER PUBLIC AGENCIES

Placer County offers an expedited process for qualifying certain applicants for interviews. Candidates currently employed, or employed within the last year, by a public agency operating under a personnel civil service or merit system may be eligible to be placed on a Public Agency Eligible List and certified as eligible for appointment to a similar job assignment without going through the examination process. For more information on the Public Agency Eligible List, to download forms, or to apply, please [click here](#).

EQUAL OPPORTUNITY EMPLOYER

Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment, discrimination and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race, color, ancestry, religion, national origin, physical disability (Including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including pregnancy, childbirth and related medical conditions), or any other classification protected by federal, state, or local law. Please contact the Human Resources Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.

BENEFITS

The following information represents benefits currently available to permanent Placer County employees and may be subject to change. It is advisable that applicants inquire as to the most current benefit package during hiring interviews or by contacting the Human Resources Department.

[Click here to view benefits for General bargaining unit](#)

Click on a link below to apply for this position:

Fill out the Supplemental Questionnaire and Application NOW using the Internet.	🗲 Apply Online
View and print the Supplemental Questionnaire.	This recruitment requires completion of a supplemental questionnaire. You may view and print the supplemental questionnaire here .

Email: jobs@placer.ca.gov | Phone: (530) 886-4607 | Follow us on: [f](#) [t](#) [in](#)

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