VENTURA COUNTY, COUNTY CLERK-RECORER (RECRUITMENT BY CEO-HR)
INVITES APPLICATIONS FOR:
Assistant County Clerk and Recorder/Compliance Officer
0193CCR-23AA (MM)
An Equal Opportunity Employer

SALARY RANGE (approximate)
$64.05 - $89.68 Hour
$11,101.69 - $15,543.89 Monthly
$133,220.29 - $186,526.67 Annually

This posting is for the Ventura County County Clerk-Recorder (Recruitment by CEO-HR); vacancy location is Ventura and may require travel in-county, out-of-county, or out-of state.

POSITION INFORMATION

WHAT WE OFFER
The County of Ventura offers an attractive compensation and benefits package. In addition to the salary of approximately $133,220.29 to $186,526.67 annually an employee within this position will also be eligible for the following:

- **A general salary increase** of 4.0% effective December 24, 2023 and 3.5% effective December 22, 2024.
- **New Hire/Retention/Referral Incentive**: New hires may be eligible for a one-time New Hire Incentive up to 10% of the current annual base wage. (Subject to the applicable section of the Management Resolution (Secs. 625 – 627)
- **Educational Incentive** - An educational incentive of 2.5% for completion of an associate's degree, 3.5% for completion of a bachelor's degree, OR 5% for completion of a graduate degree.
- **Bilingual Incentive** - Incumbents may also be eligible for bilingual incentive depending upon operational needs and certification skills.
- **Executive Administrative Leave** - The candidate selected for this position will earn 248 hours per year, increasing to 288 hours after 5 years of service, to 328 hours after 10 years of service, and to 368 hours after 15 years of service or other public service.
  *Credit for prior public service may be considered (Management Resolution, § 1202A)*
- **Annual Leave Redemption** - The ability to “cash in” or redeem up to 100 hours of Annual Leave per year after using 80 hours of annual leave within the previous 12 months (Management Resolution, § 1205).
- **Deferred Compensation** - Eligible to participate in the County's 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 3% match on your 401(k) contributions.
- **Health Insurance Plans** – Medical, dental, and vision plans for you and your dependents. A flexible credit allowance of up to $21,450 annually.
• **Flexible Spending Accounts** - Increase your spending power by reimbursement with pre-taxed dollars for IRS-approved dependent care and health care expenses.
• **Holidays** - 12 paid days per year which includes a scheduled floating holiday.
• **Pension Plan** - Both you and the County contribute to the County’s Retirement Plan. If you are eligible, you may establish reciprocity with other public retirement systems, such as PERS.
• **Additional Benefits** - Professional Memberships, Disability Plans, Employee Assistance Program, Life Insurance, Tuition Reimbursement, Wellness Program.

**THE COUNTY**

Ventura County is located on California's "Gold Coast," approximately 35 miles northwest of Los Angeles and 20 miles southeast of Santa Barbara. Residents enjoy rolling hills and sweeping ocean views in a nearly perfect Mediterranean climate with an average annual temperature of 74.2 degrees. The beauty and weather combined with a wonderful quality of life are among the many reasons our residents choose to call Ventura County "home".

Ventura County is a "general law" county, governed by a five-member, elected–by-district Board of Supervisors. The Supervisors appoint a County Executive Officer (CEO) to oversee the County budget, day-to-day operations, as well as to advise, assist and act as an agent for the Board of Supervisors in all matters under the Board's jurisdiction.

The County is supported by a total budget of approximately $2.7 billion and more than 9,500 allocated full-time equivalent (FTE) allocations in 26 agencies/departments. The County provides a broad variety of services from 26 different departments and agencies that include safety and social services, healthcare, airports, harbor, resource management, parks, information technology, and public works. There are six elected department heads in addition to the Board of Supervisors: Assessor, Auditor-Controller, Clerk-Recorder/Registrar of Voters, District Attorney, Sheriff, and Treasurer-Tax Collector.

**THE DEPARTMENT**

The County Clerk-Recorder, Registrar of Voters is an elective office with three divisions: The County Clerk, Recorder, and Elections (Registrar of Voters).

**COUNTY CLERK**

The County Clerk issues marriage licenses, performs civil marriage ceremonies, processes fictitious business name filings, and provides for the qualification and registration of notaries, process servers and miscellaneous statutory oaths and other filings. All functions of the office are conducted under provisions of the State Constitution and County Codes.

**RECORDER**

The Recorder is responsible for the recording of deeds, deeds of trust, court decrees and other documents affecting title to real property in Ventura County. The division also maintains Uniform Commercial Code filings: subdivision maps and, vital statistics including birth, death and marriages within the county. This Division also creates digital images of real property and vital records and provides and maintains an efficient retrieval system to support public for this information. All functions of the office are conducted under provisions of the State Constitution and County Codes.

**ELECTIONS**

The Elections Division conducts all Federal, State, County, school and special district elections in the County, as well as the general municipal elections for all 10 Ventura County cities. It administers voter registration and outreach programs, maintains the master voter file, master office and incumbent file, and master street index. The division also; processes Vote By Mail ballot requests and all voted ballots, as well as the layout and proofing of all sample ballots, official ballots, and voter information materials. Other essential responsibilities include; establishing precinct boundaries and polling place locations, recruiting and training precinct workers, maintaining tests and distributing voting equipment and conducting the official election canvass.
THE POSITION

Under administrative direction of the County Clerk-Recorder & Registrar of Voters, the Assistant County Clerk and Recorder/Compliance Officer is responsible for coordinating, planning, and administering regulatory compliance for the County Clerk/Recorder and Elections divisions. This position also ensures agency-wide observance of pertinent state law, including serving as the department's legislative analyst to monitor, interpret, and apply legislation.

Assistant County Clerk and Recorder is exempt from the provisions of the Civil Service and serves as an at-will position.

TENTATIVE SCHEDULE
OPENING DATE: Wednesday, April 19, 2023
CLOSING DATE: Continuous
RESUME REVIEW: Week of May 15, 2023
PANEL INTERVIEW: To Be Determined
SELECTION INTERVIEWS: To Be Determined

EXAMPLES OF DUTIES

- Serves as a member of the agency's Management Team and confers with the County Clerk and Recorder on matters relating to departmental operations and policies. Acts for the County Clerk and Recorder in the event of his/her absence.
- Coordinates with management staff who are responsible for the day-to-day operations of the agency's divisions to advise and guide department managers in interpreting and implementing legislative requirements. Reviews and analyzes proposed and new legislation to determine departmental impact; makes recommendations and provides direction for the implementation of necessary changes, including the formulation of policies and procedures for executing the goals and objectives of the office; recommends and implements changes in methods and procedures to improve the efficiency and effectiveness of operations.
- Coordinates, directs, and conducts special projects, studies, surveys, and analyses. Develops and implements new or modified policies, programs, methods, and procedures to resolve operational problems. Researches and presents findings and recommendations for changes in policies and practices to staff at various levels. Advises agency about legal and policy questions involving computer operations and security.
- Consults/confers with the County Counsel's office and outside enforcement agencies as needed. Establish and maintain effective working relationships with agency counterparts in other counties.
- Assists with administering agency Records Retention Schedule, social media use, election security; and develops and implements office policies and procedures. Responsible for tracking, managing and responding to Public Records requests. Ensures staff compliance with agency processes in the form of written manuals and/or training, as needed.
- Represents the County Clerk and Recorder at select conferences and meetings. Acts as liaison with other local, city, county and state agencies.
- Performs other related duties as required.

TYPICAL QUALIFICATIONS

EDUCATION, TRAINING, and EXPERIENCE:
Possession of an extensive educational, training, experience and employment background
that demonstrates possession of the required knowledge, skills, and abilities as outlined above.

The required knowledge, skills, and abilities can also be obtained at minimum by completion of a Bachelor's degree from an accredited college or university, but ideally a law degree/emphasis; AND five (5) years of progressively responsible local government experience that builds knowledge in working with the public, risk management, and legislative analysis. Previous technical or administrative capacity in a city/county clerk or recorder, attorney, elections office or related field. Spanish fluency is a beneficial asset.

Excellent written communication skills must be demonstrated in the application and responses to the supplemental questions.

This position will require regular travel to conferences and association meetings.

Knowledge, Skills, and Abilities:

Thorough knowledge of: local government organization and functions; federal, state, and local legislative process and codes and procedures pertaining to the County Clerk, Recorder, and Elections functions; office operations, policies and procedures; public administration concepts and administrative analysis techniques; County Clerk, Recorder, and Elections information systems including automated and electronic systems, imaging systems, micrographic and digital film retrieval technology; records management; general accounting practices, data processing and records technology; and principles and techniques of effective public and media relations.

Thorough ability to: analyze new and/or proposed legislation, and evaluate and report on the impact to existing operations; establish and maintain effective working relationships with government officials, the media and the community; investigate and analyze administrative problems and implement solutions; analyze, prepare, and present complex written and oral reports; speak effectively before groups; maintain positive and effective working relationships that maintain the confidence and cooperation of officials, employees, and the public; prepare and effectively present comprehensive reports and recommendations in written and oral form to a variety of individuals and groups; interpret and apply policies, procedures, rules, and regulations; conduct training for professional and support staff to improve efficiencies, service, and compliance; work confidentially with discretion; analyze situations and legislation accurately and adopt an effective course of action; and maintain required records and reports.

Comprehensive skills in: written and oral communications; making presentations to various audiences including the Board of Supervisors; decision making; negotiations; attention to detail; and use of Microsoft Excel, Word, PowerPoint and other related software.

RECRUITMENT PROCESS

To apply for this exceptional career opportunity, please send a resume and a cover letter that illustrates examples of your experience with all of the following:

- Your experience coordinating, planning, and administering regulatory compliance on behalf of an organization's operational requirements.
- Your experience with legislative analysis including monitoring, interpreting and applying legislation and regulations.
- Your contribution to assessing agency needs and strategic plan development/execution.
- Your experience leading and managing staff, including the titles, sizes, and functions of staff you have supervised.

If you are interested in this opportunity to serve the citizens of the County of Ventura, you may do one of the following:
E-mail your current resume and cover letter to: Monika.Maine@ventura.org
Submit an online application at [www.ventura.org/jobs](http://www.ventura.org/jobs) and attach your current resume and cover letter.

**Resume Evaluation**
Deadline to submit your resume and cover letter is Friday, May 12, 2023. A first review of resumes will begin the week of May 15, 2023. All relevant work experience, training and education need to be included to determine eligibility.

**Interview Process**
Following a structured evaluation of the resumes, the most qualified candidates will be invited to a panel interview. The top candidates, as determined by the panel, will then be invited to a second interview with County executive management. The interviews may be consolidated into one process or expanded into multiple interviews contingent upon the size and quantity of the candidate pool.

**Background Investigation**
The selected candidate may be subjected to a thorough background investigation which may include inquiry into past employment, education, criminal background information, and driving record. In addition, the successful candidate may be subjected to Live Scan fingerprinting.

For further information about this recruitment, please contact Monika Maine by email Monika.Maine@ventura.org or by telephone at (805) 654-2419.

**EQUAL EMPLOYMENT OPPORTUNITY**
The County of Ventura is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

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**Assistant County Clerk and Recorder/Compliance Officer Supplemental Questionnaire**

Please respond to the following questions. Your responses will give us additional information about your experience and background related to this position, and will be used in the selection process. Please be as concise and specific as possible; clarity of expression and ability to follow instructions will be considered in the evaluation process.

1. Briefly describe your education and any experience you have in progressively responsible local government functions involving working with the public and risk management. Identify the dates and employer where you performed these functions.

2. Describe your experience with coordinating, planning, and administering regulatory compliance (including conducting training) on behalf of an organization. Identify the dates and employer where you performed these functions.
3. Describe your experience with legislative analysis including monitoring, interpreting and applying legislation and regulations. Identify the dates and employer where you performed these functions.

4. Describe any experience you have with elections, records management, project management, and/or strategic planning. Identify the dates and employer where you performed these functions.

5. Describe your experience and any responsibilities you've fulfilled under the Public Records Act. Identify the dates and employer where you performed these functions.