

COUNTY OF CONTRA COSTA
 Department of Human Resources
 651 Pine Street, 2nd Floor,
 Martinez, CA 94553
 (925) 335-1700



<http://agency.governmentjobs.com/contracosta/default.cfm>
 invites applications for the position of:

Clerk-Recorder Services Specialist

Bargaining Unit: Local 2700 - General Clerical Unit

An Equal Opportunity Employer

SALARY: \$25.89 - \$31.46 Hourly
 \$2,070.89 - \$2,517.18 Biweekly
 \$4,486.92 - \$5,453.88 Monthly
 \$53,843.04 - \$65,446.56 Annually

DEPARTMENT: Clerk - Recorder

DIVISION: Recorder

OPENING DATE: 09/11/19

CLOSING DATE: 10/06/19 11:59 PM

THE POSITION:

Bargaining Unit: Local 2700 - General Clerical Unit

The Contra Costa County Clerk-Recorder is currently recruiting for three (3) Clerk-Recorder Services Specialists, located in the Recorder's Division of the Clerk-Recorder-Elections Department, in downtown Martinez.

The Clerk-Recorder Services Specialist is a lead technical position assigned to one of the specialized units of the Recorder's Division: Recording, Clerk Services, Imaging/Indexing and Archive/Warehouse Services. This position performs the most complex and technical support activities associated with the day-to-day operations of the Clerk-Recorder Division. This role provides lead direction to Clerk-Recorder Division personnel including Clerk-Recorder Services Technicians, clerical, and temporary staff.

The ideal candidate will have a proven record of accomplishment demonstrating the following:

- Knowledge and understanding of County and Recorder functions
- Knowledge of principles and practices of work organization and supervision combined with the ability to apply them in planning, coordinating, and directing the work activities of support staff to meet specific deadlines
- The ability to operate personal computers and peripheral equipment including knowledge of spreadsheet, word processing, and database management programs
- Knowledge of codes and laws relating to County Clerk and Recording functions and the ability to independently apply them
- Ability to work in a fast paced environment with shifting priorities and time lines
- Excellent interpersonal skills, as the incumbent will interface with staff at all levels, as well as county officials and members of the public
- Effective oral and written communication skills

IMPORTANT NOTE: The Clerk-Recorder Services Specialist is a **specialized classification** requiring knowledge of California Codes, regulations, and laws related to County Clerk and Recorder functions thus, **general clerical experience will NOT be considered.**

Read the complete job description at www.cccounty.us/hr. The eligible list established from this recruitment may remain in effect for six (6) months.

TYPICAL TASKS:

Depending on area of assignment, duties may include, but are not limited to the following:

All Units

- Provides lead direction to line staff, including Clerk-Recorder Services Technicians, clerical and temporary staff
- Assists in the performance evaluation of division employees, temporary and volunteer workers
- Uses computer-based programs and equipment to perform a variety of complex functions, including reports, form creation and processing, envelopes, instruction sheets, processing customer requests, on-line database research, data entry, cashiering, document indexing, correspondence, quality and accuracy verification
- Answers questions from the public regarding the most complex division issues, including laws and regulations governing clerk and recorder processes
- Conducts studies on division matters and prepares professional reports
- Performs the most complex and technical functions of the unit
- Identifies requirements and schedules adequate time to prepare necessary documents and supplies to meet deadlines according to appropriate codes and department's procedures
- Designs, implements and reviews procedures to increase efficiency and accuracy of division processes
- Assures staff is adequately trained and procedures are up-to-date, according to current laws and codes
- Designs, presents and oversees training programs to Clerk-Recorder Division employees, volunteer workers, and members of the public
- Oversees file maintenance as well as materials and records related to the division
- May attend meetings, trainings and/or seminars related to functional unit
- Monitors and strictly controls access to confidential information
- Assures security policies and procedures are strictly followed at all times for the facility as well as documents and/or bank note security paper
- Provides positive customer service, in person, on the phone or electronically
- Assures subordinate staff provide positive customer service
- Oversees cashiering of transactions, fee collection and cash reconciliation, according to division policies and procedures
- Assists other functional units in day-to-day activities, as needed or as directed

In addition to the tasks above:

Recording Services

- Examines the most complex maps, technical real property or other documents presented for recording
- Determines sufficiency for recording, completeness, accuracy and proper execution based on applicable California Codes and division procedures
- Rejects documents that do not meet recording requirements
- Corresponds with document presenters, specifying reason for recording rejection
- Oversees validation of the general index for accuracy and completeness
- Oversees the entering and maintenance data in the proprietary database system
- Perform front counter recording duties, including assisting the public with the most complex and technical recordings

Clerk-Services

- Oversees the examination of documents presented for filing for completeness, accuracy and proper execution
- Determines sufficiency of the most complicated and technical documents for filing based on applicable California Codes and division policies and procedures
- Oversees the entering and maintenance of data in the proprietary database system
- Provides guidance and direction to Clerk-Recorder Technicians
- Coordinates the customer service information counter operations
- May perform wedding ceremonies, according to division policies and procedures

- Oversees vital records copy processes, according to applicable California Codes and division policies and procedures
- Oversees issuance of marriage licenses, according to applicable California Code requirements and division policies and procedures
- Oversees issuance of oaths and witnessing of signatures by Deputy Clerks, according to applicable California Codes and division policies and procedures
- Oversees Professional Registration processes handled by the County Clerk
- Coordinates proper security processes for ordering, receipt and storage of registered supplies (vital record security bank note paper).
- Oversees schedule adherence and timely destruction of records
- Oversees office equipment routine maintenance and coordination of service/repair calls

Imaging/Indexing and Archive/Warehouse Support

- Oversees data entry, index verification and database maintenance of Clerk-Recorder Division records
- Coordinates redaction of documents to meet California State Social Security Truncation Program requirements
- Oversees imaging and indexing processes; including preparation, data and image input into database system
- Assures image and information quality control is according to and meets California Codes, division policies and procedures
- Maintains Clerk-Recorder archive and warehouse inventory
- Oversees access to archive facility
- Oversees schedule adherence and timely destruction of records
- Assures sufficient supply inventory is available for division operations
- Oversees office equipment routine maintenance and coordination of service/repair calls
- Oversees production and maintenance of Real Property records, indices or other document archives
- Oversees preparation of customer requests for electronic records. Assures completion according to California Codes, division policies and procedures

MINIMUM QUALIFICATIONS:

License Required: Possession of a valid California motor vehicle operator's license. Out of state valid motor vehicle operator's license will be accepted during the application process.

Education: Possession of a high school diploma, G.E.D. equivalency or high school proficiency certificate.

Experience: Two (2) years of full-time clerk and recording experience in a public office performing Clerk and Recorder functions. At least one (1) year of the required experience, must have included lead or supervisory duties.

SELECTION PROCESS:

Tentative Oral Board Scheduled for: October 22, 2019

1. Application Filing: All applicants must apply on-line at www.cccounty.us/hr and submit the information as indicated on the job announcement by the final filing date.

2. Application Evaluation: Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.

3. Oral Interview: Conducted by a Qualifications Appraisal Board who will evaluate candidates in job-related areas.

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

CONVICTION HISTORY

After you receive a conditional job offer, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction conflicts with the specific duties and responsibilities of the job for which you have received a

conditional job offer. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances. Having a conviction history does not automatically preclude you from a job with Contra Costa County. If you accept a conditional job offer, the Human Resources department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKER

All Contra Costa County employees are designated Disaster Service Workers through state and local law. Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identify, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://agency.governmentjobs.com/contracosta/default.cfm>

Position #EATA - 2019A
CLERK-RECORDER SERVICES SPECIALIST
SG

651 Pine Street, 2nd Floor
Martinez, CA 94553
(925) 335-1700

barbara.vargen-kotchevar@hrd.cccounty.us

Clerk-Recorder Services Specialist Supplemental Questionnaire

- * 1. The purpose of this supplemental questionnaire is to provide applicants the opportunity to elaborate on their qualifications for the Clerk-Recorder Services Specialist position. Resumes may be attached, but not submitted in lieu of completing the supplemental questionnaire and work experience sections of this application. Do not answer any of the questions below by indicating "see attached resume." Be brief and concise limiting your responses to the information that is relevant to each question. Please respond below that you understand and acknowledge this information.
- Yes No
- * 2. I understand that Recorder Services includes the following tasks: •Examines the most complex maps, technical real property or other documents presented for recording •Determines sufficiency for recording, completeness, accuracy and proper execution based on applicable California Codes and division procedures •Rejects documents that do not meet recording requirements •Corresponds with document presenters, specifying reason for recording rejection •Oversees validation of the general index for accuracy and completeness •Oversees the entering and maintenance data in the proprietary database system •Perform front counter recording duties, including assisting the public with the most complex and technical recordings
- Yes No
- * 3. I understand that Clerk-Services includes the following tasks: •Oversees the examination of documents presented for filing for completeness, accuracy and proper execution •Determines sufficiency of the most complicated and technical documents for filing based on applicable California Codes and division policies and procedures •Oversees the entering and maintenance of data in the proprietary database system •Provides guidance and direction to Clerk-Recorder Technicians •Coordinates the customer service information counter operations •May perform wedding ceremonies, according to division policies and procedures •Oversees vital records copy processes, according to applicable California Codes and division policies and procedures •Oversees issuance of marriage licenses, according to applicable California Code requirements and division policies and procedures •Oversees issuance of oaths and witnessing of signatures by Deputy Clerks, according to applicable California Codes and division policies and procedures •Oversees Professional Registration processes handled by the County Clerk •Coordinates proper security processes for ordering, receipt and storage of registered supplies (vital record security bank note paper).

•Oversees schedule adherence and timely destruction of records •Oversees office equipment routine maintenance and coordination of service/repair calls

Yes No

- * 4. Ensure you have read the tasks that define what Recorder and Clerk services are in questions 2 and 3 above. Check all options below to describe how you meet the minimum qualifications for the position.

I have two (2) years of full-time clerk and recording experience in a public office performing Clerk and Recorder functions

At least one (1) year of the required experience, included lead or supervisory duties

I do not meet the minimum qualifications listed above

- * 5. Please describe your experience leading/directing or supervising the work of others in a County Clerk or Recording agency. In your response include the name of the Agency you worked for while performing these duties.

- * 6. I have provided a complete application by listing detailed information in the work experience section of this application.

Yes No

- * 7. I certify that I meet the announced requirements for this examination and understand that I will be eliminated at any stage in such examination if it develops that, in fact I do not meet them. I further certify that all statements made in this supplemental questionnaire and the application are true and I agree and understand that misstatements or omissions of material facts will cause forfeiture of my rights to employment with Contra Costa County.

Yes No

- * Required Question