



**Position Open Until Filled**  
**Applicant Reviews Occur Weekly**

Looking for a unique opportunity where a great quality of life is matched with a career that provides excellent services for the public?

**This might be the job for you!**

**HOW TO APPLY**

<https://monocounty.ca.gov/jobs>

Complete the Mono County Job Application form and return all application materials via email to [hr@mono.ca.gov](mailto:hr@mono.ca.gov) or by mail to:

County of Mono, CAO/HR  
P.O. Box 696  
Bridgeport, CA 93517

Tel: (760) 932-5412  
Fax: (760) 932-5411

[hr@mono.ca.gov](mailto:hr@mono.ca.gov)  
[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

**Starting Salary:**

Range 69 - \$60,626 annually

**Future Salary Increases:**

2.0% Effective January 1, 2021  
2.0% Effective January 1, 2022  
2.0% Effective January 1, 2023

**Benefits:**

CalPERS Retirement  
Medical, Dental, Vision, and Life insurance (begins <30 days of start).  
3% 401a Match.  
14 paid holidays per year.  
2 weeks paid vacation per year.  
12 days paid sick time per year.  
2 paid personal holidays per year.  
Flexible Schedule.

*Mono County is an  
Equal Opportunity Employer*

**We're inviting applications at the...**

**COUNTY OF MONO**  
**Senior Deputy Board Clerk/Elections Assistant**

**Location:** This position is located in beautiful Bridgeport, CA, our County seat.

**ABOUT MONO COUNTY:**

Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, vibrant wildflower meadows. The County Seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

**THE DEPARTMENT:**



Mono County's Clerk-Recorder-Registrar Office is comprised five employees and four distinct divisions:



**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. The Clerk is the filing officer for economic disclosure statements (Form 700's ), which are filed in accordance with the Political Reform Act of 1974.

**Recorder:** The Recorder is responsible for the recording of deeds, deeds of trust, court decrees and other documents affecting title to real property. 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 the Town of Mammoth Lakes.

**Clerk of the Board:** Our office is the assigned ex-officio Clerk of the Board for Mono County and provides a range of services to the Public and County Staff, including administrative and clerical support for the Board of Supervisors and Assessment Appeals Board.

**THE POSITION**

The Senior Deputy Clerk / Elections Assistant, under general supervision, coordinates and performs a variety of complex, specialized administrative work in support of the County Board of supervisors (the County's governing body). The position requires substantial knowledge of the policies, procedures, and special requirements of County Boards and commissions and elections. They are assigned relatively independent responsibilities for their area of work and are expected to develop substantial knowledge of the work areas to which they are assigned.

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

- Managing the Board of Supervisors' meeting schedule and calendar; Prepares, publishes, and posts the agenda and notices for the respective Boards/Commissions adhering to the appropriate governing rules, including reviewing documents to be placed on the Board of Supervisors and/or other Boards/Commissions agendas for appropriate wording and formatting.
- Clerks meetings of the Board; records actions of the Board; prepares summary action minutes and minute orders.
- Summarizes official actions and ensures proper processing of all official records directed by the assigned Boards/ Commissions; records Resolutions, Ordinances, and Minute Orders.

- May review and process Assessment Appeal applications ensuring they are adhering to the State Board of Equalization Revenue and Taxation Code and Rules.
- Conducts research, assists, and answers inquiries from the public, media, and others pertaining to actions of the Board meetings and/or other official records of the Clerk of the Board's Office.
- Serves as back up for vital statistics and recording functions.
- Elections related duties such as administering voter registration and maintaining relevant files, processing Vote-By-Mail ballot requests, preparing and assembling supplies for polling places, participating in poll-worker training during elections, and preparing and distributing of sample ballots.
- Assisting other staff and temporary personnel with elections functions.
- Performs other related duties as assigned.

### **DESIRABLE QUALIFICATIONS:**

#### **Knowledge of:**

- Functions, policies, procedures, and requirements of the Clerk of the Board, the County Board of Supervisors, and County Elections.
- Policies, laws, rules, and regulations impacting the operations, transactions, and functions of the County Board of Supervisors, other Boards and Commissions, and County Elections.
- Laws, rules, regulations, and procedures governing the conduct of elections, filing of petitions, registration of voters, filing of candidate documents; and filing of conflict of interest statements.
- Good public relations techniques.
- Maintenance of files and information retrieval systems.
- Computers and software used in office, fiscal, and administrative support work.
- Modern office methods and procedures.
- Correct English usage, spelling, grammar, and punctuation.
- Mathematics.

#### **Ability to:**

- Perform a wide scope of specialized technical program, services, and staff support work for the County Clerk of the Board and Election functions.
- Perform work coordination and training responsibilities for temporary and other Department staff, as assigned.
- Proficiently use a variety of computerized spreadsheet, word processing, and data base software.
- Read, interpret, and apply a variety of rules, regulations, and policies related to functions and services of a specialized work area.
- Accurately maintain and update a variety of records and information systems.
- Gather, organize, and summarize data and information.
- Make mathematical calculations quickly and accurately.
- Type or use word processing software at an acceptable speed to meet production requirements.
- Operate a computer and use Department software in the performance of assigned work.
- Operate and use office equipment.
- Efficiently organize tasks.
- Maintain a high level of accuracy.
- Deal tactfully and courteously with the public and other staff when explaining the functions, requirements, and policies of the specialized work area where assigned.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients
- Organize tasks and work with multiple, detailed high level of accuracy.

#### **Training and Experience:**

Some college education is highly desirable but not required. Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Two (2) years of work experience in performing financial, statistical, assessment roll, information technology, or document processing and recording work at a level comparable to Fiscal and Technical Specialist III with Mono County. Previous direct work experience providing substantial support for County Clerk of the Board and Election functions is highly desirable.
- The ability to perform high level administrative duties with minimal supervision in a fast paced, ever changing environment.

#### **Special Requirements:**

None

**Selection Process:** All applicants must submit a completed County Application. This position is open until filled; however, the first application review begins June 29, 2020.

Applications will be closely screened and reviewed for relevant experience, education, training, and accomplishments. Successful applicants will be invited to the next phase of the recruitment process, which will be an oral exam (weighted 100%). *Resumes may be submitted but will not be accepted in lieu of completing a County application and Supplemental Questionnaire.*

#### **Supplemental Questionnaire**

The question below is designed to assist you in presenting your qualifications for this position. Your answers should be submitted on an 8 ½" x 11" sheet of paper, preferably typed and submitted with your completed employment application.

#### **APPLICATIONS SUBMITTED WITHOUT COMPLETING THE SUPPLEMENTAL QUESTIONNAIRE WILL NOT BE CONSIDERED.**

1. This office is extremely fast paced requiring you to juggle multiple tasks and manage deadlines. Additionally, this position requires you to be extremely organized, detail oriented and thorough. In thinking back to past positions, please describe your qualifications as they relate to these requirements. If possible, please detail an example of when you had to demonstrate such qualities.