



CONTRA COSTA COUNTY

HUMAN RESOURCES DEPARTMENT

651 Pine Street, 2nd Floor • Martinez, CA 94553
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FINAL FILING DATE: June 24, 2016

ORAL INTERVIEW: To Be Announced

CLERK-RECORDER SERVICES SPECIALIST

Monthly Salary Range: \$4,027 - \$4,895

THE POSITION

The Contra Costa County Clerk-Recorder Division located in downtown Martinez is recruiting for Clerk-Recorder Services Specialists. These technical positions are assigned to one of the specialized units of the Clerk-Recorder Division: Recording, Clerk Services, Imaging/Indexing and Archive/Warehouse Services. Clerk-Recorder Services Specialists perform the most complex and technical support activities associated with the duties and responsibilities of the Clerk-Recorder Division, plan, coordinate and direct/lead the day-to-day work activities of subordinate staff and ensure that proper procedures are followed while performing those activities. The ideal candidates will possess knowledge and understanding of the County Clerk and Recorder functions. Working knowledge of the principles and practices of work organization and the ability to apply them in planning, coordinating and completing work activities to meet specific deadlines, is a must.

Candidates must be able to operate personal computers and peripheral equipment, have some knowledge of spreadsheet applications, word processing and database management programs; codes and laws relating to County Clerk and Recorder functions, as well as the ability to independently apply them. Excellent interpersonal skills are required, as the incumbent will interface with staff at all levels, as well as county officials and members of the public.

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

The employment list established as a result of this examination may remain in effect for one (1) year.

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.

A completed Supplemental Questionnaire is required.

SELECTION PROCESS

- 1. Application Filing:** All applicants, including County employees, are to apply on-line at www.cccounty.us/hr, and submit the required information as indicated on the job announcement by the final filing date listed above. All applicants must clearly demonstrate that they meet the minimum qualifications provided on the job announcement. Resumes may not be substituted for the official County application. **Paper, faxed, or late applications WILL NOT be accepted.** To view the typical tasks, knowledge, skills, and abilities associated with this position, please visit our website to see the detailed job description. Please see additional locations to apply on the reverse side of this announcement.
- 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:** An oral interview will be conducted by a Qualifications Appraisal Board in Martinez, CA. The Board will evaluate candidates in job-related areas. Candidates must receive a rating of at least 70 from a majority of the Board members to be ranked on the employment list. **(Weighted 100%)**

As part of the application and selection process, an applicant may be required to complete a Conviction History Form. Please note that the Conviction History Form should only be submitted when requested.

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

OPEN ONLY: June 13, 2016 TW

Exam Number: EATA-2016A

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), national origin (including language restrictions), ethnicity, age (over 40), disability (including physical or mental disabilities, HIV, and AIDS), sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (including genetic characteristics, cancer, and a record or history of cancer), genetic information, military or veteran status.

CLERK-RECORDER SERVICES SPECIALIST (EATA-2016A)

Supplemental Questionnaire

The supplemental questionnaire is part of the application process for the **Clerk-Recorder Services Specialist**. The purpose of the questionnaire is to provide applicants the opportunity to elaborate on their qualifications. Your responses to the questionnaire will be used to evaluate your relevant experience to determine which applicants will be invited to participate in a competitive oral examination.

Please answer the questions below and submit your responses with your on-line application. Although you may submit a resume to further describe your qualifications or additional information, such items may not be substituted in lieu of the supplemental questionnaire. An incomplete supplemental questionnaire will result in disqualification. Do not answer any question by indicating "see attached resume".

An application submitted without the supplemental questionnaire is considered incomplete and will therefore be disqualified. Please read the Job Announcement carefully for specific filing instructions, supplemental questions, and final filing dates. All documents must be received at the time of application.

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1. Do you possess a valid California Motor Vehicle Operator's License or out of State valid Motor Vehicle Operator's License?
☐ Yes
☐ No
 2. Do you possess a high school diploma, G.E.D equivalency, or high school proficiency certificate?
☐ Yes
☐ No
 3. **EXPERIENCE:** Please select all areas in which you have prior Clerk and Recording experience.
☐ Recorded and filed legal documents [in a public office], such as birth, death or marriage certificates, real property records
☐ Recorded, filed and processed fictitious business name applications, notary bonds, environmental documents and other documents required by State, Federal laws to be filled with a County Clerk-Recorder agency
☐ Reviewed and accepted applications in a County Clerk and Recorder agency
☐ Issued marriage licenses and recorded marriage certificates
☐ Performed marriage ceremonies
☐ Examined Real Property documents for Recording
☐ Checked the Grantor/Grantee index of all recorded documents
☐ Recorded, filed and archived any of the above documents
☐ Imaging and indexing of legal documents
☐ I do not have any of the above experience
 4. Describe the experience indicated above in question #3, including the following information:
 - Employer's Name, official work title
 - Employment dates and number of hours worked per function
 - Percentage (%) of time spent supporting this function
 - Scope of responsibilities(If you do not have any applicable experience, please indicate "N/A".)

5. I have at least one (1) year of Lead or Supervisory experience related to Clerk and Recording functions.
- ☐ YES
☐ NO
6. Please describe your experience leading/directing or supervising the work of others.
7. Per Personnel Management Regulation (PMR) Rule 718, this eligible list may be used for alternative certification purposes to fill other vacancies such as Clerk-Recorder Services Technician. If you are hired permanently on an alternate certification, your name will be removed from the Clerk-Recorder Services Specialist eligible list. Would you like to be referred on alternate certifications?
- ☐ YES
☐ NO
8. 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