



CONTRA COSTA COUNTY

HUMAN RESOURCES DEPARTMENT

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

ORAL INTERVIEW: To Be Announced

CLERK-RECORDER SERVICES MANAGER

Monthly Salary Range: \$6,718 - \$8,166

Bargaining Unit: Local 21 - Supervisory Management

THE POSITION

Contra Costa County's Clerk-Recorder office is recruiting qualified individuals to fill a vacant Clerk-Recorder Services Manager Position at their downtown Martinez location. This management position reports to the Assistant Clerk-Recorder in the Clerk-Recorder Division of the Clerk-Recorder-Elections Office and acts in the place of the Assistant Clerk-Recorder during his/her absence. This position is responsible for assisting the Assistant Clerk-Recorder in planning, organizing, directing, and managing the day-to-day activities of the Clerk-Recorder Division; the development, establishment, implementation, and evaluation of County Clerk and County Recorder policies and procedures according to California Codes, applicable laws, rules, procedures, court cases, regulations, and ordinances that affect the County Clerk and County Recorder functions in Contra Costa County.

The ideal candidate will possess knowledge and understanding of the entire County Clerk and County Recorder processes, appropriate laws, codes and regulations, as well as working knowledge and understanding of the interrelationships of each of the sections of the Clerk-Recorder Division. These sections include County Clerk services, recording services, imaging/indexing, and archive/warehouse services. This position will supervise the Clerk-Recorder Division administrative and supervisory staff. Strong management and administrative skills are required, as the incumbent will have primary responsibility for the day-to-day direction and management of all Clerk-Recorder Division activities. Excellent interpersonal skills are required, as the incumbent will interface with staff on all levels, as well as county officials, news media, and the public.

The eligible list established from this recruitment will remain in effect for six months.

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 applicant process.

Education: Possession of a Bachelor's degree from an accredited college or university with a major in business, public administration, or a closely related field.

Experience: Three (3) years of full-time (or the equivalent of full-time) experience performing administrative, budgetary, personnel, and directing departmental policies and procedures in a public agency. Two (2) years of the required experience, must include direct responsibility for administering processes that required knowledge of legal documents, forms and records and applying rules, codes, regulations and ordinances pertaining to a County Clerk and Recorder's office; at least one (1) year must have been in a supervisory capacity.

Substitution for Experience: A Master's degree in business, public administration, or closely related field may substitute for six (6) months of the required experience. No substitution is permitted for the required supervisory experience.

Substitution for Education: Additional qualifying experience of the type described above may be substituted for the required education on a year for year basis, up to a maximum of four (4) years.

SELECTION PROCESS

- 1. Application Filing:** All applicants, including County employees, are to apply on-line at www.cccounty.us/hr, and attach 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.
- 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 process, an applicant may be required to fill out 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.

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 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.

Exam Number: EASA-2016B

CLERK-RECORDER SERVICES MANAGER (EASA-2016B)

Supplemental Questionnaire

The supplemental questionnaire is part of the application process for the **Clerk-Recorder Services Manager**. 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.

Education: (Check appropriate box).

1. I possess a Bachelor's Degree in:
- ☐ Business Administration
 - ☐ Public Administration
 - ☐ Other closely related field
 - ☐ I possess a Master's degree in Business or Public Administration.
 - ☐ No, I do not possess a Bachelor's or higher degree in a related field.

2. If you marked "other" above, please specify or type N/A.

Experience: Describe the applicable experience in questions #3 and #4. For each question, please identify:

- Employer's Names, Official Work Title,
 - Years and/or months of experience,
 - Percentage (%) of time spent supporting this function,
 - Scope of responsibilities
3. Describe, in detail, your experience performing administrative, budgetary, personnel, and directing departmental policies in a public office.
4. Describe your direct responsibility for administering processes pertaining to legal documents, forms and records, applying rules, codes, regulations and ordinances for a County Clerk and Recorder's Office.
5. I have one (1) year of supervisory experience?
- ☐ YES
 - ☐ NO
6. 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 is 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