



CONTRA COSTA COUNTY

HUMAN RESOURCES DEPARTMENT

651 Pine Street, 2nd Floor • Martinez, CA 94553
24-hour Job Hotline (925) 335 - 1700 • TTY or TDD (800) 735 - 2929
www.cccounty.us/hr

"Your Employer of Choice."

A great place to live...

A great place to work...

FINAL FILING DATE: December 2, 2016

ORAL INTERVIEW: To Be Announced

CLERK-RECORDER SERVICES SUPERVISOR

Monthly Salary Range: \$4,657 - \$5,661

Bargaining Unit: Local 21 - Supervisory Management

THE POSITION

The Clerk-Recorder of Contra Costa County is recruiting to fill a vacant Clerk-Recorder Services Supervisor position. This management position will be assigned to support the units in the Clerk-Recorder Division of the Clerk-Recorder-Elections Department, located in downtown Martinez, CA. Clerk-Recorder Services Supervisors are responsible for planning, organizing, monitoring, supervising, evaluating, and reviewing the work of technical, clerical, and specialist staff in the major functional units of the Clerk-Recorder Division, which include the County Clerk, Recording, and Imaging/Indexing units.

The ideal candidate will possess knowledge and understanding of County Clerk and Recording processes, including the relationship between each of the units in the Division, as well as working knowledge of County ordinances, California Codes and regulations, Federal and State laws regarding County Clerk and Recorder functions. Strong supervision, management, and administrative skills and experience are required as the incumbent will have primary responsibility for day-to-day direction and coordination of County Clerk and Recorder related activities. Excellent interpersonal skills and a positive customer service approach are required; the incumbent will conduct marriage ceremonies in accordance with State and Federal law, interface with staff on all levels, as well as county officials, other government agencies and the public.

The employment list established as a result of this examination may remain in effect for six (6) 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 application process.

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

Experience: Four (4) years of full-time or its equivalent clerk and recording experience in a public office performing Clerk and Recorder functions; at least eighteen (18) months of which were in a lead or supervisory capacity working with departmental staff, the public, and interdepartmental personnel.

Substitution: Possession of an Associate of Arts degree from an accredited institution with major coursework in public administration, business, political science or a closely related field may be substituted for two (2) years of the required experience. **No substitution is permitted for the required experience in a lead or supervisory capacity.**

A completed Supplemental Questionnaire is required.

SELECTION PROCESS

- 1. Application Filing:** All applicants, including County employees, must 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.

CONTRA COSTA COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

OPEN ONLY: November 14, 2016 TW/cu

Exam Number: EAHA-2016B

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.