



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

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FINAL FILING DATE: November 28, 2016

ORAL INTERVIEW: To Be Announced

CLERK-RECORDER SERVICES TECHNICIAN

Monthly Salary Range: \$3,561 - \$4,328

Bargaining Unit: Local 2700- General Clerical Unit

THE POSITION

The Contra Costa County Clerk-Recorder Division located in downtown Martinez is currently recruiting for the position of Clerk-Recorder Services Technician. 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. In addition, Clerk-Recorder Services Technician positions perform technical and complex data entry and clerical support activities associated with the duties and responsibilities of the Clerk-Recorder Division; perform database management in one or more database systems; and perform related work as required.

The ideal candidate will possess knowledge and understanding of the County Clerk and Recorder functions as well as how the units interrelate. 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. Candidate must be able to operate personal computers and peripheral equipment, and have knowledge of spreadsheet applications, word processing and database management programs; codes and laws relating to 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.

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: Two (2) years of full-time, or its equivalent, clerical or technical experience using spreadsheet, word processing and database management programs. **At least six (6) months of the required experience** must have included performing duties related to technical clerk and recorder responsibilities for a County Clerk-Recorder's Office.

Please note: Applications that do not meet the required Clerk and Recorder six (6) months experience, will not be considered.

You must list, in detail, the clerical and/or technical functions you have performed. We will not interpret particular job titles as automatically qualifying when evaluating your application.

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

AN EQUAL OPPORTUNITY EMPLOYER

Exam Number: EAVA-2016A

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.