

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 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 www.monocounty.ca.gov

Starting Salary: Range 69 - \$61,839 -\$75,165 annually

Future Salary Increases:

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 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 of Voter's 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 the 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 Clerk – Recorder / Registrar of Voter / Clerk of the Board of Supervisors' Office. The position requires substantial knowledge of the policies, procedures, and special requirements of the Clerk-Recorder, 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:

- Performs a variety of administrative, staff, and office duties in support of elections functions; may provide lead direction, work coordination and training to lower-level staff as assigned.
- Assists customers and members of the general public at the front counter, on the office phone, and by email; explains voter registration and election procedures to the public, officeholders, candidates, committees, and local entities.
- Distributes, processes, and maintains affidavits of registrations.
- Enters and maintains all voter registration data into an electronic system; creates associated reports and proofs all data; generates voter indexes.
- Prepares, sends, and receives voter notifications and correspondence,
- Prepares, distributes, receives, and verifies candidate filing documents.
- Issues, processes, and verifies absentee and provisional ballots.
- Maintains and updates street index files and precinct maps.
- Prepares requisite elections reports and reimbursement statements.
- Receives and processes various petitions.

- Assists with preparing and assembling supplies for precincts and receiving returned precinct supplies.
- Assists with the preparation, inventory, and maintenance of a wide variety of voting equipment and elections data.
- Assists with canvassing election results.
- Operates a wide variety of office equipment, including computers; operates and maintains specialized election information systems; confers with software and hardware vendors regarding problems and maintenance.
- Assists with oversight, and serves as back up for the Board clerk, vital statistics and recording functions.
- Assists with the department financial report and other requirements.
- Various other tasks as assigned.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Functions, policies, procedures, and requirements of the Clerk of the Board, the County Board of Supervisors, the Clerk-Recorder, 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.
- Correct English usage, spelling, grammar, and punctuation.
- Account and fiscal record keeping.

Ability to:

- Perform a wide scope of specialized technical program, services, and staff support work for the County Clerk -Recorder, 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-Recorder, Clerk of the Board, and/or 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 <u>must</u> submit a completed County Application. This position is open until filled; however, the first application review begins July 19, 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 $\frac{1}{2}$ " 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.

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.

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.