

COUNTY CLERK / RECORDER / REGISTRAR OF VOTERS/CLERK OF BOARD OF SUPERVISORS

DEFINITION

Under administrative and policy oversight, to plan, organize, direct, and review the functions, programs, activities, and operations of the County Clerk/Recorder/Registrar of Voters Department, including the recording and indexing of legal documents, planning and conduct of County elections, Clerk to the Board of Supervisors duties, vital statistics. Provide management direction, supervision, and training for Department staff; to represent the County Clerk/Recorder/Registrar of Voters Department with other County departments, government agencies, and the County Board of Supervisors; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the top level County management classification for overseeing and ensuring the proper functioning of County Clerk/Recorder/Registrar of Voters Department. The incumbent serves in an "At-Will" status and receives administration direction from the County Administrative Officer.

REPORTS TO

County Administrative Officer

CLASSIFICATIONS SUPERVISED

Management, professional, and technical support job classifications assigned to the Department with responsibility for the day-to-day performance of County Clerk, County Recorder, County Registrar of Voters, Clerk to the Board of Supervisors operations and functions.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plans, organizes, coordinates and directs the functions of the County Clerk/Recorder/Registrar of Voters Department with full responsibility for the statutory functions of County Clerk, County Recorder, County Registrar of Voters, and Clerk to the Board of Supervisors; oversees and ensures proper registration of voters and maintenance of County voter registration records; organizes and directs the conduct of federal, state, local, and special district elections, including Town of Mammoth Lakes elections; ensures the proper verification of signatures on initiative and referenda petitions; ensures the proper receipt, security, and counting of ballots including absentee ballots.

Has responsibility for the proper recording of Real Estate and other documents; oversees the development and maintenance of birth, death, and marriage records; ensures proper issue of marriage licenses in accordance with legal mandates; performs civil ceremonies as the Commissioner of Marriages; directs fictitious business names filings and indexing; oversees the proper qualification and registration of notaries; administers oaths, the processing of process servers, and the miscellaneous statutory issue of oaths and filings.

Serves as Ex Officio Clerk of the Board of Supervisors, taking and transcribing all minutes of regular and special meetings of the Board of Supervisors; processes paperwork related to Board agenda, meetings, and members; travels to all communities in the County, as necessary, to fulfill the complete responsibilities of Ex Officio Clerk of the Board of Supervisors.

Serves as Ex Officio Clerk of the Assessment Appeals Board, taking and transcribing all minutes of meetings; processes and tracks the filing of appeals; schedules hearings; serves and/or ensures proper serving of orders and notices to appropriate parties.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (Continued)

Serves as Ex Officio Clerk of the Personnel Appeals Board, taking and transcribing all minutes of meetings; processes and tracks the filing of appeals of disciplinary actions by County employees; convenes Boards and schedules hearings, when necessary; serves and/or ensures proper serving of official orders and notices to appropriate parties.

Directs and/or performs the processing of passports, notices of Declaration and Exemption, statements of economic interest and exemption, environmental impact reports, and fish and game fees. Ensures proper filing and submittal of records regarding personnel actions for Personnel Appeals Board hearings, including evaluations, training records, disciplinary notices, and dismissal notices.

Develops, plans, and implements Department goals and goals objectives, ensuring that the Department provides proper services for County elected officials and management; develops, oversees, and participates in a Department work plan; assigns work activities, projects, and program responsibilities; monitors work flow; reviews and evaluates work products, methods, and procedures; coordinates Department activities with other Departments, outside organizations, and other government agencies; prepares and presents staff reports; has responsibility for the development and administration of the Department budget; monitors and approves fiscal expenditures; implements mid-year budget adjustments.

Selects, trains, motivates, and evaluates personnel; provides for staff development and training; initiates and implements employee discipline and termination procedures; plans and directs County Central Services; coordinates and/or participates in a variety of staff and management meetings; participates on committees, boards, and commissions, as assigned; participates in professional groups and committees; responds to and resolves difficult and sensitive inquiries and complaints; keeps abreast of legislative changes and legal issues involving County Department programs and operations; provides advice on code and law changes to other staff.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff, County elected officials and management staff, the public, and representatives of other government agencies.

MINIMUM QUALIFICATIONS

Knowledge of:

Operations, policies, procedures, and legal requirements of the County Clerk, County Recorder, County Registrar of Voters, and Clerk to the Board of Supervisors.

Election preparation and services, election software, the California Election Code, and DRE Voting machines.

Recording and custody of legal documents pertaining to vital statistics and ownership and encumbrances of real and personal property.

Information technology and administrative services to the conduct of elections, voter registration, voter registration file cancellations and changes, recording procedures, passport processing, and vital statistics.

Budget development and administration.

Organization and functions of local, state, and federal government entities, especially as they relate to county clerk, county recorder, registrar of voters, and clerk of the board functions.

Principles of supervision, training, work evaluation, and management.

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MINIMUM QUALIFICATIONS (Continued)

Ability to:

Plan, direct, coordinate, and manage the functions of the Mono County Clerk / Recorder / Registrar of Voters Department, encompassing the functions of County Clerk, County Recorder, County Registrar of Voters, and Clerk to the Board of Supervisors.

Interpret and apply federal, state, and local policies, procedures, laws, and regulations applicable to County Clerk, County Recorder, County Registrar of Voters, and Clerk to the Board of Supervisors functions.

Analyze and evaluate Department programs, activities, and operational information, researching and gathering appropriate information to resolve problems.

Provide supervision, training, and work evaluation for assigned staff.

Develop and administer the Department budget.

Oversee the preparation and prepare a variety of reports related to Department activities and functions.

Gather, organize, analyze, and present a variety of information.

Assist with the development and utilization of computerized systems necessary to carrying out Department mandates and programs.

Effectively represent the County Clerk / Recorder / Registrar of Voters Department with County management and staff, boards and commissions, the public, and representatives of other government agencies.

Establish and maintain cooperative working relationships.

Training and Experience:

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:

It is highly desirable that a successful job candidate possess at least six (6) years of senior management experience in a county clerk, county recorder, county registrar of voters, or clerk to the board of supervisors office, with major responsibility for overseeing a major program area directly related to the functions of the Mono County Clerk / Recorder / Registrar of Voters Department. A Bachelor's Degree in Business/Public Administration, Government, or Political Science may be substituted .

Special Requirements:

Possession of, or ability to obtain, an appropriate valid Driver's License and proof of insurability for a liability level, designated by the County.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Mono assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice.