

**RESOLUTION TO AMEND FISCAL YEAR 2019-2020 JOB CLASSIFICATION PLAN
INCLUDING JOB DESCRIPTION AND BASE WAGE BASE WAGES FOR CLERK
RECORDER / ELECTIONS DEPARTMENTS #20460, #20100, #20469, #22411**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2019/2020 Job Classification Plan covering all positions in the County service; and

WHEREAS, these positions are necessary in the daily operational needs for the Clerk Recorder / Elections Department; and

WHEREAS, this request was brought to the attention of the Human Resources Director by the County Administrator and the Clerk Recorder who are now requesting approval of this resolution to amend the FY 2019/2020 Job Classification for the Clerk Recorder / Elections Department job descriptions and base wage increases; and

WHEREAS, Plumas County has met the meet and confer obligations for these positions with Operating Engineers Local #3 on March 13, 2020; and

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

Approve the amendments to the Fiscal Year 2019/2020 Job Classification Plan for the following FTE funded and allocated positions:

Job Classification	Current Base Wage	Proposed Base Wage
Assistant County Clerk Recorder	\$23.76	\$26.50
Lead Deputy Clerk-Recorder	\$15.26	\$20.61
Deputy Clerk-Recorder I	\$13.16	\$15.00
Deputy Clerk-Recorder II	\$14.50	\$16.50
Elections Coordinator	\$17.65	\$23.96
Elections Services Assistant I	\$13.16	\$15.00
Elections Services Assistant II	\$14.51	\$16.50

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 19th day of May, 2020 by the following vote:

AYES: Supervisors: SIMPSON, THRALL, GOSS

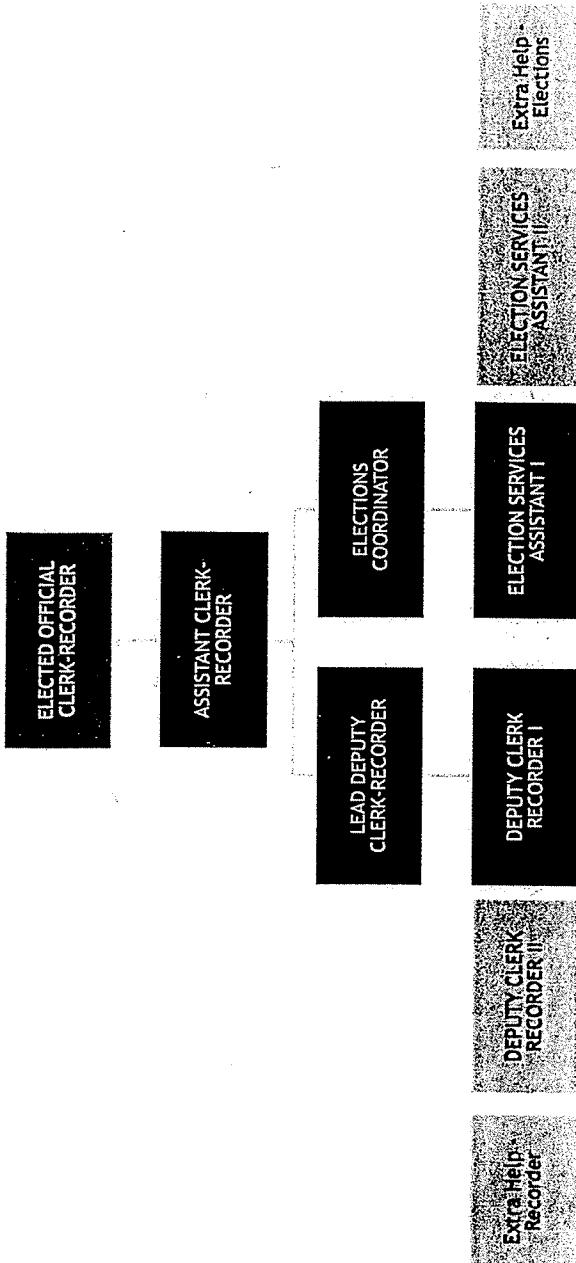
NOES: Supervisors: ENGEL

ABSENT: Supervisors: NONE


Chair, Board of Supervisors


Clerk, Board of Supervisors

Exhibit A



PLUMAS COUNTY CLERK-RECORDER
ORGANIZATIONAL CHART
2019

Exhibit B

COUNTY	Deputy Clerk I	Deputy Clerk II	Deputy Recorder I	Deputy Recorder II	Lead Deputy Recorder	Lead Deputy	Deputy Clerk II	Deputy Clerk I	Services Ass't I	Services Ass't II	Support Tech	Support Tech
Amador	2 yrs exp	3 yrs exp	Associates plus 5yr exp incl 2 yrs supervisory	4 yrs exp incl 2 yrs admin	4 yrs exp	1 yr exp						
Calaveras	5 yrs exp	2 yrs exp	3 yrs exp plus certificates	5 yrs exp + coursework	5 yrs exp incl 2 yrs in Elections	2 yrs clerical exp						
Colusa	5 yrs exp / 2 yr supervisory	gen clerical exp	2 yrs exp	4 yrs / 1 yr supervisory								
Del Norte					2 yrs exp / 1 yr supervisory	no experience					2 yrs exp	
Glenn	4 yrs exp / 1 yr supervisory						3 yrs exp	4 yrs exp				
Inyo	2 yrs recorder off exp or 5 yrs Admin	3 yrs exp	4 yrs exp	5 yrs exp	5 yrs exp	3 yrs exp	3 yrs exp	4 yrs exp				
Lassen				3 yrs / 1 yr supervisory	2 yrs high level admin support exp							
San Benito	4 yrs exp / 1 yr lead	2 yrs office exp				2 yrs as a III						
Tehama	varies	1 yr clerical exp				degree and experience						
Tuolumne	4 yrs exp / 2 yr supervisory	3 yrs clerical	2 yrs Doc Exam I		3 yrs legal exp, 2 yrs super, 1 yr elections							
<hr/>												
Average												
Plumas	4 yrs exp / 1 yr supervisory	1 yr office exp incl exp in pub contact position	1 yr exp as a DCR I	3 yrs legal, 2 yrs DCR I 1 yr supervisory	4 yrs DCR II or 5 yrs exp elections / admin support functions	2 yrs exp cust serv-gov, computer or admin OR Associates + 1 yr	2 yrs exp clerk/recorder OR 2 yrs gov/comp/admin + 1 yr ESA I OR Associates + 1 yr					

Exhibit C

County Clerk Recorder / Elections Departments

COUNTY	Asst Co's Clerk Recorder	CherK Recorder	Deputy Clerk I	Deputy Clerk II	Deputy Clerk Recorder	Lead Deputy Recorder	Lead Deputy Recorder II	Coordinator	Elections Ass't	Elections Ass't II	Services Ass't	Services Ass't II	Support Tech	Elections Tech
Amador	28.64	16.37	17.99	27.35	28.64	14.34	18.81							14.34
Calaveras	33.18	14.62	18.69	26.96	21.62	14.37								14.37
Colusa	24.16	14.89	16.45	18.17										
Del Norte		13.91	14.92	17.61	17.61	12.66	13.91							
Glenn	33.59					15.98	18.11							
Irvo	38.68	18.54	20.34	22.31	22.31	18.54	20.34							
Lassen				21.07	19.21									
San Benito	40.82	14.43	15.9		21.32									
Tehama	23.93	13.39	14.77			23.93								
Tuolumne	35.41	14.43	15.94			30.34								
Average	32.3013	15.0725	16.8750	22.2450	26.4257	15.11780	17.7925							14.3550
Plumas	23.76	13.16	14.50	15.26	17.63	13.16	14.51							
Proposed	26.50	15.00	16.50	20.61	23.96	15.00	16.50							

Exhibit D

List of attached job descriptions, including the marked up current versions.

- Assistant County Clerk-Recorder
- Lead Deputy Clerk-Recorder
- Deputy Clerk-Recorder I
- Deputy Clerk-Recorder II
- Elections Coordinator
- Elections Services Assistant I
- Elections Services Assistant II

MISC PERS -Assistant Co. Clerk/Recorder

	Step B FY 19/20	C FY 20/21	D FY 21/22	E FY 22/23	E FY 23/25	FY 24/25
Current Range Annual	23.29					
Retirement	\$ 50,877.00	\$ 53,435.00	\$ 56,118.00	\$ 58,926.00	\$ 58,926.00	
FICA / Medicare	\$ 12,464.87	\$ 14,106.84	\$ 15,713.04	\$ 16,676.06	\$ 17,029.61	
Total	\$ 67,233.96	\$ 71,629.62	\$ 76,124.07	\$ 80,109.90	\$ 80,463.45	
Proposed Step A \$26.50						
Proposed Annual Increase \$	\$ 57,886.00	\$ 60,798.00	\$ 63,856.00	\$ 67,059.00	\$ 67,059.00	
Retirement	\$ 14,182.07	\$ 16,050.67	\$ 17,879.68	\$ 18,977.70	\$ 19,380.05	
FICA/Medicare	\$ 4,428.28	\$ 4,651.05	\$ 4,884.98	\$ 4,884.98	\$ 5,130.01	
Total	\$ 76,496.35	\$ 81,499.72	\$ 86,620.66	\$ 90,921.68	\$ 91,569.06	
Five Year Differential						
Difference	\$ (9,262.39)					
	\$ (9,870.10)					
		\$ (10,496.60)				
			\$ (10,811.78)			
				\$ (11,105.61)		
Total as a % of payroll	24.5	26.4	28%	28.30%	28.90%	29.30%
ULA Payment	\$ 2,992,630.00	\$ 3,339,000.00	\$ 3,752,000.00	\$ 3,924,000.00	\$ 4,151,000.00	\$ 4,356,000.00
normal cost %	9.12%	9.70%	9.70%	9.70%	9.70%	9.70%
Five year increase to Personnel Budget	\$ (51,546.49)					

MISC PERS - New Hire

Lead Deputy Clerk Recorder

Step A \$15.26

	Step 3 FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/25	FY 24/25
Current Range Annual	\$ 35,027.00	\$ 36,795.00	\$ 36,795.00	\$ 38,646.00	\$ 38,646.00	
Retirement	\$ 8,581.62	\$ 9,713.88	\$ 10,302.60	\$ 10,936.82	\$ 11,168.69	
FICA / Medicare	\$ 2,679.57	\$ 2,814.82	\$ 2,814.82	\$ 2,956.42	\$ 2,956.42	
Total	\$ 46,288.18	\$ 49,323.70	\$ 49,912.42	\$ 52,539.24	\$ 52,771.11	
Proposed Step A \$20.61						
Proposed Annual Increase \$	\$ 47,299.00	\$ 49,670.00	\$ 52,166.00	\$ 52,166.00	\$ 52,166.00	\$ 52,166.00
Retirement	\$ 11,588.26	\$ 13,112.88	\$ 14,606.48	\$ 14,762.98	\$ 15,075.97	
FICA/Medicare	\$ 3,618.37	\$ 3,799.76	\$ 3,990.70	\$ 3,990.70	\$ 3,990.70	
Total	\$ 62,505.63	\$ 66,582.64	\$ 70,763.18	\$ 70,919.68	\$ 71,232.67	
Five Year Differential						
Difference	\$ (16,217.45)					
		\$ (17,258.94)				
			\$ (20,850.76)			
				\$ (18,380.44)		
					\$ (18,461.56)	
Five year increase to Personnel Budget	\$ (91,169.15)					
Total as a % of payroll	24.5	26.4	28%	28.30%	28.90%	29.30%
ULA Payment	\$ 2,992,630.00	\$ 3,339,000.00	\$ 3,752,000.00	\$ 3,924,000.00	\$ 4,151,000.00	\$ 4,356,000.00
normal cost %	9.12%	9.70%	9.70%	9.70%	9.70%	9.70%

*Projections assumes a 7.25% return for PY 17/18
Updated September 5, 2018*

MISC PERS	L3 FY 19/20	L4 FY 20/21	FY 21/22	FY 22/23	FY 23/25	FY 24/25
Deputy Clerk Recorder I						
Step A \$13.16						
Current Range Annual						
Retirement	\$ 27,373.00	\$ 28,725.00	\$ 30,202.00	\$ 31,720.00	\$ 33,322.00	
FICA / Medicare	\$ 6,706.39	\$ 7,583.40	\$ 8,456.56	\$ 8,976.76	\$ 9,630.06	
Total	\$ 36,173.42	\$ 38,505.86	\$ 40,969.01	\$ 43,123.34	\$ 45,501.19	
Proposed Step A \$15.00						
Proposed Annual Increase \$	\$ 31,200.00	\$ 32,760.00	\$ 34,403.00	\$ 36,130.00	\$ 37,939.00	
Retirement	\$ 7,644.00	\$ 8,648.64	\$ 9,632.84	\$ 10,224.79	\$ 10,964.37	
FICA/Medicare	\$ 2,586.80	\$ 2,506.14	\$ 2,631.83	\$ 2,631.83	\$ 2,902.33	
Total	\$ 41,230.80	\$ 43,914.78	\$ 46,667.67	\$ 48,986.62	\$ 51,805.70	
Five Year Differential						
	\$ (5,057.38)					
		\$ (5,408.92)				
			\$ (5,698.66)			
				\$ (5,863.28)		
Five year increase to Personnel Budget	\$ (28,332.75)				\$ (6,304.51)	
Total as a % of payroll	24.5	26.4	28%	28.30%	28.90%	29.30%
ULA Payment	\$ 2,992,630.00	\$ 3,339,000.00	\$ 3,752,000.00	\$ 3,924,000.00	\$ 4,151,000.00	\$ 4,356,000.00
normal cost %	9.12%	9.70%	9.70%	9.70%	9.70%	9.70%

Projections assumes a 7.25% return for PY 17/18

Updated September 5, 2018

MISC PERS Deputy Clerk Recorder II Step A \$14.22	L ³ FY 19/20	L ⁴ FY 20/21		FY 21/22		FY 22/23		FY 23/25		FY 24/25
Current Range Annual										
Retirement	\$ 41,704.00	\$ 41,704.00	\$ 41,704.00	\$ 41,704.00	\$ 41,704.00	\$ 41,704.00	\$ 41,704.00	\$ 41,704.00	\$ 43,805.00	
FICA/ Medicare	\$ 10,217.48	\$ 11,009.86	\$ 11,677.12	\$ 11,802.23	\$ 12,659.65					
Total	\$ 55,111.84	\$ 55,904.21	\$ 56,571.48	\$ 56,696.59	\$ 59,815.73					
 Proposed Step A \$16.50										
Proposed Annual Increase \$	\$ 48,360.00	\$ 50,794.00	\$ 50,794.00	\$ 50,794.00	\$ 50,794.00	\$ 50,794.00	\$ 50,794.00	\$ 50,794.00	\$ 53,352.00	
Retirement	\$ 11,848.20	\$ 13,409.62	\$ 14,222.32	\$ 14,374.70	\$ 15,418.73					
FICA/Medicare	\$ 3,699.54	\$ 3,885.74	\$ 3,885.74	\$ 3,885.74	\$ 4,081.43					
Total	\$ 63,907.74	\$ 68,089.36	\$ 68,902.06	\$ 69,054.44	\$ 72,852.16					
 Five Year Differential										
Difference	\$ (8,795.90)									
		\$ (8,795.90)								
			\$ (12,185.15)							
				\$ (12,330.59)						
					\$ (12,357.86)					
						\$ (13,036.43)				
Five year increase to Personnel Budget	\$ (58,705.92)									
Total as a % of payroll	24.5	26.4	28%	28.30%	29.30%					
ULA Payment	\$ 2,992,630.00	\$ 3,339,000.00	\$ 3,752,000.00	\$ 3,924,000.00	\$ 4,151,000.00	\$ 4,356,000.00				
normal cost %	9.12%	9.70%	9.70%	9.70%	9.70%	9.70%				

Projections assumes a 7.25% return for PY 17/18

Updated September 5, 2018

MISC PERS -Elections Coordinator

	L4 FY 19/20	L5 FY 20/21	FY 21/22	FY 22/23	FY 23/25
Step A \$17.65					
Current Range Annual	\$ 54,350.00	\$ 57,075.00	\$ 57,075.00	\$ 57,075.00	\$ 57,075.00
Retirement	\$ 13,315.75	\$ 15,067.80	\$ 15,981.00	\$ 16,152.23	\$ 16,494.68
FICA /Medicare	\$ 4,157.78	\$ 4,366.24	\$ 4,366.24	\$ 4,366.24	\$ 4,366.24
Total	\$ 71,823.53	\$ 76,509.04	\$ 77,422.24	\$ 77,593.46	\$ 77,935.91
Proposed Step A \$23.95					
Proposed Annual Increase \$	\$ 73,674.00	\$ 77,376.00	\$ 77,376.00	\$ 77,376.00	\$ 77,376.00
Retirement	\$ 18,050.13	\$ 20,427.26	\$ 21,665.28	\$ 21,897.41	\$ 22,361.66
FICA/Medicare	\$ 5,636.06	\$ 5,919.26	\$ 5,919.26	\$ 5,919.26	\$ 5,919.26
Total	\$ 97,360.19	\$ 103,722.53	\$ 104,960.54	\$ 105,192.67	\$ 105,656.93
Five Year Differential	Difference				
	\$ (25,536.67)	\$ (27,213.49)	\$ (27,538.31)	\$ (27,599.21)	\$ (27,721.02)
Total as a % of payroll		24.5	26.4	28%	28.90%
ULA Payment	\$ 2,992,630.00	\$ 3,339,000.00	\$ 3,752,000.00	\$ 3,924,000.00	\$ 4,151,000.00
normal cost %	9.12%	9.70%	9.70%	9.70%	9.70%
					#####

MISC PERS -Elections Services Asst I

		FY 19/20	FY 20/21	FY 20/22	FY 21/22	FY 22/23	FY 23/25	FY 24/25
Step A \$13.16								
Current Range Annual		\$ 27,373.00	\$ 28,746.00	\$ 30,202.00	\$ 31,720.00	\$ 33,322.00		
Retirement		\$ 6,706.39	\$ 7,588.94	\$ 8,456.56	\$ 8,976.76	\$ 9,630.06		
FICA / Medicare		\$ 2,094.03	\$ 2,199.07	\$ 2,310.45	\$ 2,426.58	\$ 2,549.13		
Total		\$ 36,173.42	\$ 38,534.01	\$ 40,959.01	\$ 43,123.34	\$ 45,501.19		
Proposed Step A \$15.00								
Proposed Annual Increase \$		\$ 31,200.00	\$ 32,760.00	\$ 34,493.00	\$ 36,103.00	\$ 37,939.00		
Retirement		\$ 7,644.00	\$ 8,648.64	\$ 9,632.84	\$ 10,217.15	\$ 10,964.37		
FICA/Medicare		\$ 2,386.80	\$ 2,506.14	\$ 2,631.83	\$ 2,631.83	\$ 2,902.33		
Total		\$ 41,230.80	\$ 43,914.78	\$ 46,667.67	\$ 48,951.98	\$ 51,805.70		
Five Year Differential	Difference	\$ (5,057.38)	\$ (5,380.77)	\$ (5,698.66)	\$ (5,828.64)	\$ (6,304.51)		
Total as a % of payroll		24.5	26.4	28%	28.30%	28.90%	29.30%	
ULA Payment		\$ 2,992,630.00	\$ 3,339,000.00	\$ 3,752,000.00	\$ 3,924,000.00	\$ 4,151,000.00	\$ 4,356,000.00	
normal cost %		9.12%	9.70%	9.70%	9.70%	9.70%	9.70%	
Five year increase to Personnel Budget	\$	(28,269.96)						

MISC PERS -Elections Services Asst II

	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/25	FY 24/25
Step A \$14.50						
Current Range Annual	\$ 30,160.00	\$ 31,678.00	\$ 33,280.00	\$ 34,944.00	\$ 36,691.00	
Retirement	\$ 7,389.20	\$ 8,362.99	\$ 9,318.40	\$ 9,889.15	\$ 10,603.70	
FICA / Medicare	\$ 2,307.24	\$ 2,423.37	\$ 2,545.92	\$ 2,673.22	\$ 2,806.86	
Total	\$ 39,856.44	\$ 42,464.36	\$ 45,144.32	\$ 47,506.37	\$ 50,101.56	
Proposed Step A \$16.50						
Proposed Annual Increase \$	\$ 34,320.00	\$ 36,046.00	\$ 37,856.00	\$ 39,749.00	\$ 41,746.00	
Retirement	\$ 8,408.40	\$ 9,516.14	\$ 10,599.68	\$ 11,248.97	\$ 12,064.59	
FICA/Medicare	\$ 2,625.48	\$ 2,757.52	\$ 2,895.98	\$ 2,895.98	\$ 3,193.57	
Total	\$ 45,353.88	\$ 48,319.66	\$ 51,351.66	\$ 53,893.95	\$ 57,004.16	
Five Year Differential	Difference					
	\$ (5,497.44)					
		\$ (5,855.30)				
			\$ (6,207.34)			
				\$ (6,387.58)		
					\$ (6,902.60)	
Five year increase to Personnel Budget	\$ (30,850.27)					
Total as a % of payroll	24.5	26.4	28%	28.30%	28.90%	29.30%
ULA Payment	\$ 2,992,630.00	\$ 3,339,000.00	\$ 3,752,000.00	\$ 3,924,000.00	\$ 4,151,000.00	\$ 4,356,000.00
normal cost %	9.12%	9.70%	9.70%	9.70%	9.70%	9.70%

Exhibit D

List of attached job description, including the marked up current versions.

- Assistant County Clerk Recorder
- Lead Deputy Clerk-Recorder
- Deputy Clerk-Recorder I
- Deputy Clerk-Recorder II
- Elections Coordinator
- Elections Services Assistant I
- Elections Services Assistant II

Plumas County PLUMAS COUNTY
Approved: XXXXX 2019 Last Revised: 01/19 January 2019

ASSISTANT COUNTY CLERK/-RECORDER

DEFINITION

Under general direction, to assist with planning, organizing, directing, and coordinating the functions of the County Clerk/-Recorder's Office; functions of Plumas County; to provide daily staff supervision, evaluation and training; supervision and training for assigned staff; to oversee the planning and conduct of local, state and federal elections; to oversee the receiving/examination, review, and processing of property and title/land title transaction documents; to perform accounting and fiscal record keeping and reporting duties in the collection of documentary transfer tax, to direct vital statistics functions; to perform a variety of complex fiscal and budget administration responsibilities; to oversee the operations of the Records Management division of the County Clerk/-Recorder's Office; to provide to provide a variety of general assistance and answer questions regarding County Clerk/-Recorder's Office and election procedures and processes; and to do related work as required.

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DISTINGUISHING CHARACTERISTICS

This is a specialized single classification which serves as management support for the Plumas County Clerk/-Recorder. The incumbent supervises and directs staff as well as performs a broad range of the most complex election cycle preparation duties and trust fund balancing and fiscal agency reporting duties provides daily supervision for the County Clerk/-Recorder's Office, Elections Division, Records Management Division, as well as provides special administrative support for the County Clerk/-Recorder.

REPORTS TO

County Clerk/-Recorder

CLASSIFICATIONS DIRECTLY SUPERVISED

Elections Specialist, Deputy Clerk/Recorder I and II, Records Management Coordinator and Records Management Technician, Elections Coordinator
Lead Deputy Clerk-Recorder
Deputy Clerk-Recorder I
Deputy Clerk-Recorder II
Elections Services Assistant I
Elections Services Assistant II
Temporary Staffing

Last Revised: 04/2003

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ASSISTANT COUNTY CLERK/RECORDER - 3

ASSISTANT COUNTY CLERK/RECORDER - 2

EXAMPLES OF DUTIES

- Assists with planning, organizing, directing, and coordinating the functions of the County Clerk/Recorder Office, Elections Division and, Records Management Division, provides daily supervision and training for assigned staff.
- Participates in selection, training, disciplining and direct supervision of staff.
- Prioritizes workload and establishes work schedules.
- Assists with the establishment, monitoring and controlling of the Clerk-Recorder's Budget, the Elections Budget, the Records Management Budget and the IGS budget five special revenue budgets.
- Maintains accurate data worksheets for budgets and billing.
- Reviews and audits fiscal records to ensure proper disbursement of funds to various accounts.
- Prepares budget transfers and journal entries for all divisions of the department.
- Prepares monthly cash account reconciliation report to Auditor and State Controller.
- Maintains accounting, personnel, payroll and fiscal records for all divisions of department.
- Ensures proper inventory of supplies and equipment.
- Assists with the development of computer applications for all divisions of the department.
- Maintains current knowledge of codes and regulations affecting the functions of the County Clerk/Recorder's Office and the conduct of local, state and federal elections.
- Maintains current awareness of relevant legislation and makes necessary office procedural changes to implement legislative mandates required to process official document recording.
- Analyzes legislation, statutes, and regulations to determine impact on department policies and procedures; implements recommended changes as needed.
- Manages the filing of Fictitious Business Name Statements, Registered Process Servers, Notaries Public, Environmental Review Documents, and other County Clerk non-judicial filings.
- Manages the issuance and recordation of marriage certificates and the issuance of certified copies.
- Performs wedding ceremonies, administers the Official Oath of Office.
- In compliance with the California Secretary of State requirements, is responsible for overseeing the secure transfer of confidential voter registration information through the statewide database. Provides advice on code and law changes to other staff.
- Oversees the planning, organization, and supervision of local elections in the County.
- Oversees the maintenance of precinct records, maps and other election information.
- Establishes and directs candidate filing processes and reporting systemsprocedures.
- Insures preparation of proper reports for the Fair Political Practices Commission.
- Prepares legal publications and notices.
- Prepares elections resolutions for approval by the Board of Supervisors.
- Prepares and Directs the receiving, processing, and preparing of a variety of documents for recording in the County Recorder Office.
- Oversees collection and accounting of recording fees.
- Certifies documents, insuring that they are properly acknowledged, signed, and dated.
- Examines documents for completeness and conformance with legal requirements.
- Directs and supervises vital statistics functions.
- Provides reports to the Secretary of State regarding election results.
- Develops and maintains
- Oversees the preparation and prepares periodic reports of recording activities.

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- Has responsibility for the proper maintenance of records of fees collected, charges, deposits, and refunds.
- Oversees the reconciliation of end-of-month reports and distribution of monies to appropriate agencies.
- Prepares election services billing procedures and invoice trackings.
- Determines and collects documents transfer taxes; maintains and updates document transfer tax reports.
- Directs the filming of recorded documents and the maintenance of film recording equipment.
- Performs special projects.
- Maintains and updates Recorder's files.
- Provides assistance and answers questions regarding the completion and processing of property documents, vital statistics, information, and County election functions. Oversees official ballot layout, voter information guide preparation and ballot ordering.
- Assists with public access to County Recorder's records within the guidelines of appropriate laws and legislation.
- Oversees the operation of the function of the Records Management Division planning long term and historical archival of various county department's records.
- Oversees the IGS Division maintaining agreements, supply orders and maintaining agreements, supply orders and maintenance schedules with agencies for copy machines and postage machines.
- Prepares and manages vendor contracts.
- Prepares Board of Supervisor agenda items.
- Works with data processing personnel on the development of new systems, procedures, and on special problems/projects.
- Confers with personnel of other county departments, title companies, financial institutions, and other businesses and agencies to coordinate procedures and operations and to study the effectiveness of new methods; assures services are provided in as efficient and customer friendly manner as possible.
- Serves as a liaison with the public, boards, committees, associations and other departments in facilitating positive relations with the department.

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EXAMPLES OF DUTIES, Cont.

- Answers correspondence.
- Operates computers, maintaining and updating files and databases.
- Generates computer reports.
- Operates office equipment.
- Confers with personnel of other county departments, title companies, financial institutions, and other businesses and agencies to coordinate procedures and operations and to study the effectiveness of new methods; assures services are provided in as efficient and customer friendly manner as possible.

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ASSISTANT COUNTY CLERK/RECORDER--3

ASSISTANT COUNTY CLERK-RECORDER -3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods, frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 50lbs.; corrected hearing and vision to normal range; verbal communication; use of microfilm and microfiche equipment; use of office equipment including computers, telephones, calculators, copiers, scanners, election equipment, postage machine and FAX.

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TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; continuous contact with staff and the public.

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DESIRABLE QUALIFICATIONS

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Knowledge of:

- County policies Laws, rules, and regulations governing the operations and procedures of the County Clerk-Recorder's department.
- Policies, requirements, and functions of the County Registrar of Voters.
- Laws, rules, regulations, and legislation affecting the functions and procedures of the County Clerk-Recorder's office, and elections functions, including public access to documents and information.
- Operations, rules, policies, and procedures of the County Clerk/Recorder's Office, Elections Division Fiscal administration, including budgeting, accounting principles, expenditure control and financial recordkeeping procedures...
- Cash handling procedures.
- Public and community relations.
- Documents used in land transactions.
- Terminology related to land title transactions, vital statistics, court functions, and the functions of the County Recorder Office -election functions and budgetary functions.
- Documents used in land title transactions.
- Understanding of deeds, legal descriptions, parcel maps and notary acknowledgement.
- Legal processes, procedures, and documents and statutes related to recording requirements.
- Proper procedures for acceptance and filing of candidate documents.
- Election, districting, boundary and precincting procedures.
- Budget development and control.
- Financial and statistical recordkeeping.
- Office management methods and procedures Microfilm and microfiche methods and processes:
- Establishment and maintenance of filing and information retrieval systems Organization and functions of the departments and political subdivisions of the County.
- Personal computers and software applications related to County.
- Clerk-Recorder and election functions.
- Principles of supervision, employee evaluation, training and work evaluation.
- Establishment of an ongoing Records Management schedule of preservation of documents, files and various county records.
- Principles of supervision, employee evaluation, and training and work evaluation.
- Knowledge of basic legal terminology relating to the types of recordable documents received.

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ASSISTANT COUNTY CLERK/RECORDER--7

Ability to:

- Assist with planning, organizing, coordinating, and directing the functions of the County Clerk Recorder's Office, Elections Division division and Records Management division.
- Supervise, train, and evaluate the work of assigned staff.
- Supervise, train, and evaluate the work of assigned staff.

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ASSISTANT COUNTY CLERK/RECODER -6

ASSISTANT COUNTY CLERK-RECODER -4

- Perform a wide variety of complex and specialized administrative and support work related to the operations and functions of the County Clerk-Recorder's Office, Elections division, and Records Management, Divisions.
- Examine and determine the acceptability of documents for recording Analyze, develop and modify accounting and financial recordkeeping procedures...
- Interpret, explain, and apply a variety of County Clerk-Recorder policies, rules, procedures, and regulations.
- Read and understand statutes and instructions related to documents and vital statistics information maintained in the County Recorder Office and the conduct of County elections.
- Maintain or supervise the maintenance of documentary transfer tax records and formulate statistical accounting reports.
- Maintain or supervise the maintenance of voter registration database reports.
- Assist with the preparation and administration of the departmental budgets including the maintenance of accounting and expenditure control systems.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Maintain and update accounting and fiscal records Speak and write effectively.
- Use a personal computer and appropriate software for word-processing, recordkeeping, and County Clerk-Recorder, Elections and Records Management administrative functions.
- Effectively represent the County Clerk-Recorder Office, Elections and, Records Management Divisions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.

Observe, identify, and solve problems related to office operations and procedures, including the selection of staff; implements disciplinary action as needed.

Prepare payroll and salary actions.

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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:

Qualifications needed for this position:

Education: Any combination of education which would likely provide the required knowledge and abilities will be considered. A high school diploma or equivalent GED certificate; Associates of Arts or Bachelor's degree in Business, Computer Science, Geography, History, Political Science or Law.

One (1) year minimum of supervisory experience.

Two (2) years' experience performing duties as a Lead Deputy Clerk-Recorder or Elections Coordinator.

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ASSISTANT COUNTY CLERK/RECORDER--7

Two (2) years' experience in analyzing legal documents and knowledge of the California Election Code.

Two (2) years' experience in land title transaction related industry such as a title company or related field or experience in assisting with conducting local, state and federal elections.

Completion of Recorders Certification Training or a certificate as a certified California Professional Election Administrator is highly desirable.

At least four (4) years of responsible experience performing a variety of processing and support functions in connections with land title document processing, Records records Management management and archival, vital statistics and records maintenance and reporting and/or the planning and conduct of local elections, including at least one (1) year in a supervisory position.

ASSISTANT COUNTY CLERK-RECORDER – 5

Special Requirements:

Must possess a valid driver's license at time of application and a valid California Drivers Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

Must pass a background check and be fingerprinted.

Must be able to attend out of county trainings and conferences.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

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ASSISTANT COUNTY CLERK-RECORDER**DEFINITION**

Under general direction, to assist with planning, organizing, directing, and coordinating the functions of the County Clerk-Recorder's Office; to provide staff supervision, evaluation and training; to oversee the planning and conduct of local, state and federal elections; to oversee the examination, review, and processing of land title transaction documents; to perform accounting and fiscal record keeping and reporting duties in the collection of documentary transfer tax, to direct vital statistics functions; to perform a variety of complex fiscal and budget administration responsibilities; to oversee the operations of the Records Management division; to provide to provide a variety of general assistance and answer questions regarding County Clerk-Recorder's Office and election procedures and processes; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized single classification which serves as management support for the Plumas County Clerk-Recorder. The incumbent supervises and directs staff as well as performs a broad range of the most complex election cycle preparation duties and trust fund balancing and fiscal agency reporting duties for the County Clerk-Recorder's Office, Elections Division, Records Management Division, as well as provides special administrative support for the County Clerk-Recorder.

REPORTS TO

County Clerk-Recorder

CLASSIFICATIONS DIRECTLY SUPERVISED

Elections Coordinator
Lead Deputy Clerk-Recorder
Deputy Clerk-Recorder I
Deputy Clerk-Recorder II
Elections Services Assistant I
Elections Services Assistant II
Temporary Staffing

ASSISTANT COUNTY CLERK-RECORDER - 2

EXAMPLES OF DUTIES

- Assists with planning, organizing, directing, and coordinating the functions of the County Clerk-Recorder Office, Elections Division and Records Management Division.
- Participates in selection, training, disciplining and direct supervision of staff.
- Prioritizes workload and establishes work schedules.
- Assists with the establishment, monitoring and controlling of the Clerk-Recorder's Budget, Elections Budget, Records Management Budget and five special revenue budgets.
- Maintains accurate data worksheets for budgets and billing.
- Reviews and audits fiscal records to ensure proper disbursement of funds to various accounts.
- Prepares budget transfers and journal entries for all divisions of the department.
- Prepares monthly cash account reconciliation report to Auditor and State Controller.
- Maintains accounting, personnel, payroll and fiscal records for all divisions of department.
- Ensures proper inventory of supplies and equipment.
- Assists with the development of computer applications for all divisions of the department.
- Maintains current knowledge of codes and regulations affecting the functions of the County Clerk-Recorder's Office and the conduct of local, state and federal elections.
- Maintains current awareness of relevant legislation and makes necessary office procedural changes to implement legislative mandates required to process official document recording.
- Manages the filing of Fictitious Business Name Statements, Registered Process Servers, Notaries Public, Environmental Review Documents, and other County Clerk non-judicial filings.
- Manages the issuance and recordation of marriage certificates and the issuance of certified copies.
- Performs wedding ceremonies, administers the Official Oath of Office.
- In compliance with the California Secretary of State requirements, is responsible for overseeing the secure transfer of confidential voter registration information through the statewide database.
- Establishes and directs candidate filing processes and reporting procedures.
- Ensures preparation of proper reports for the Fair Political Practices Commission.
- Prepares legal publications and notices.
- Prepares elections resolutions for approval by the Board of Supervisors.
- Prepares and provides reports to the Secretary of State regarding election results.
- Develops and maintains election services billing procedures and invoice tracking.
- Oversees official ballot layout, voter information guide preparation and ballot ordering.
- Oversees maintaining agreements, supply orders and maintenance schedules with agencies for copy machines and postage machines.
- Prepares and manages vendor contracts.
- Prepares Board of Supervisor agenda items.
- Works with data processing personnel on the development of new systems, procedures, and on special problems/projects.
- Confers with personnel of other county departments, title companies, financial institutions, and other businesses and agencies to coordinate procedures and operations and to study the effectiveness of new methods; assures services are provided in as efficient and customer friendly manner as possible.
- Serves as a liaison with the public, boards, committees, associations and other departments in facilitating positive relations with the department.

ASSISTANT COUNTY CLERK-RECORDER - 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods, frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 50lbs; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, scanners, election equipment, postage machine and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Laws, rules and regulations governing the operations and procedures of the County Clerk-Recorder's department.
- Policies, requirements, and functions of the County Registrar of Voters.
- Procedures of the County Clerk-Recorder's office and elections functions, including public access to documents and information.
- Fiscal administration, including budgeting, accounting principles, expenditure control and financial recordkeeping procedures
- Cash handling procedures.
- Public and community relations.
- Terminology related to land title transactions, vital statistics, election functions and budgetary functions.
- Documents used in land title transactions.
- Understanding of deeds, legal descriptions, parcel maps and notary acknowledgement.
- Legal processes, procedures, documents and statutes related to recording requirements.
- Proper procedures for acceptance and filing of candidate documents.
- Election, districting, boundary and precincting procedures.
- Financial and statistical recordkeeping.
- Office management methods and procedures.
- Organization and functions of the departments and political subdivisions of the County.
- Personal computers and software applications related to County.
- Clerk-Recorder and election functions.
- Principles of supervision, employee evaluation, training and work evaluation.

Ability to:

- Assist with planning, organizing, coordinating, and directing the functions of the County Clerk-Recorder's Office, Elections division and Records Management division.
- Supervise, train, and evaluate the work of assigned staff.

ASSISTANT COUNTY CLERK-RECORDER – 4

Ability to - continued:

- Perform a wide variety of complex and specialized administrative and support work related to the operations and functions of the County Clerk-Recorder's Office, Elections division and Records Management division.
- Analyze, develop and modify accounting and financial recordkeeping procedures.
- Interpret, explain, and apply a variety of County Clerk-Recorder policies, rules, procedures, and regulations.
- Read and understand statutes and instructions related to documents and vital statistics information maintained in the County Recorder Office and the conduct of elections.
- Maintain or supervise the maintenance of documentary transfer tax records and formulate statistical accounting reports.
- Maintain or supervise the maintenance of voter registration database reports.
- Assist with the preparation and administration of the departmental budgets including the maintenance of accounting and expenditure control systems.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Speak and write effectively.
- Use a personal computer and appropriate software for word-processing, recordkeeping, and County Clerk-Recorder, Elections and Records Management administrative functions.
- Effectively represent the County Clerk-Recorder Office, Elections and Records Management divisions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other county staff, and other agencies.
- Establish and maintain cooperative working relationships.

ASSISTANT COUNTY CLERK-RECORDER – 5

Training and Experience:

Qualifications needed for this position:

Education: Any combination of education which would likely provide the required knowledge and abilities will be considered. A high school diploma or equivalent GED certificate; Associates of Arts or Bachelor's degree in Business, Computer Science, Geography, History, Political Science or Law.

One (1) year minimum of supervisory experience.

Two (2) years' experience performing duties as a Lead Deputy Clerk-Recorder or Elections Coordinator.

Two (2) years' experience in analyzing legal documents and knowledge of the California Election Code.

Two (2) years' experience in land title transaction related industry such as a title company or related field or experience in assisting with conducting local, state and federal elections.

Completion of Recorders Certification Training or a certificate as a certified California Professional Election Administrator is highly desirable.

At least four (4) years of responsible experience performing a variety of processing and support functions in connection with records management and archival, vital statistics and records maintenance and reporting and the planning and conduct of elections.

Special Requirements:

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

Must pass a Department of Justice (DOJ) background check as a condition of employment.

Must be able to attend out of county trainings and conferences.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

PLUMAS COUNTY

Approved: XXXXX 2019January 2019

Revised-5/13-

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LEAD DEPUTY CLERK/-RECORDER

DEFINITION

Under direction, the Lead Deputy Clerk-Recorder provides lead supervision, plans, coordinates, trains and evaluates operational activities for the Deputy Clerk/-Recorder I and II. Performs a variety of clerical and routine administrative duties relating to the County Clerk/-Recorder's Department; examines documents, processes land title transactions, records and maintains supervises records, and vital statistics functions; to participate and assist in the election process, and to and do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the highest working level and lead supervision level in the Deputy Clerk-Recorder class series. Incumbents have responsibility for lead supervision and work coordination responsibilities for Clerk/-Recorder's I and II. Employees performs a variety of assignments, requiring substantial experience and working background. Employee performs complex and difficult tasks requiring research and problem resolution which requires specialized training and knowledge of the land title transaction process. Employee is responsible for participating in the hiring, evaluation, training and disciplinary functions of the division.

REPORTS TO

Assistant County Clerk/-Recorder.

CLASSIFICATION DIRECTLY SUPERVISED

Provides lead direction and work coordination for Deputy Clerk/-Recorders I and II and extra help employees.

Last Revised: 05/2013

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EXAMPLES OF DUTIES

- Provides lead direction and work coordination for Deputy Clerk-Recorder I and II and other staff.
- Performs the more complex document processing duties related to a programmatic area of assignment; researches problems and acts a resource to other staff members regarding documentation and/or procedural issues.
- Examines and reviews documents for accuracy to be recorded in accordance with laws governing public recordation.
- Ensures Land Title documents meet legal recording requirements including original signatures, acknowledgements dates and legibility, etc.
- Indexes/verifies and processes documents recorded daily.
- Serves as a resource to the general public, provides answers and information regarding complex processes and procedures.
- Serves as the contact/liaison to title companies and document preparation companies.
- Prepares invoices, complex reports and tracks transmittals from State agencies.
- Maintains scanning and filming supplies as needed. Prepares annual Recorder's Statistical Report.
- Reviews, scans/microfilms and archives documents recorded.
- Maintains official map program; indexes and archives maps to disk.
- Cashiers and collects fees, prepares daily deposits and index reports, processes credit card transactions and electronic fund transfers.
- Balances monthly Special Revenue Fund accounts with Auditor and State.
- Supervises the submittal and filing of CEQA documents, including Environmental Impact Reports, Notices of Determination, etc.
- Analyzes documents for the applicability of documentary transfer tax and affordable housing and jobs tax.
- Prepares annual Recorder's Statistical Report.
- Files Fictitious Business Name Statements, requiring certificates of incorporation and partnerships.
- Provides clerical support in during the election process, issues Vote by mail ballots.
- Oversees the archival process of historical records, microfilm, film storage and inventory located at secured offsite storage facility.
- Travels out of county to audit and inventory archived records located in secured storage facility.
- Participates in the hiring of assigned staff.
- Evaluates employee performance, counsels employees, recommends initial disciplinary action and other personnel decisions.
- Performs related duties as assigned.

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LEAD DEPUTY CLERK/RECORDER – 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, scanners, film-processors~~calculators~~, 10 key, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff and the public. Out of office travel may be required for training purposes.

DESIRABLE QUALIFICATIONS

Knowledge of:

- The California statutes pertaining to the functions of the County Clerk-Recorder; legal responsibilities, methods and documents used to convey and transfer title to of real property.
- Standards required in the processing, duplication certification and storage of vital records.
- Standards required for the retention of current, historic and archived records.
- Modern office practices and methods.
- Modern Methods and techniques used with filing, indexing, and information retrieval systems.
- Principles and procedures of lead direction, coordination and organization; report preparation; basic arithmetic, account tracking and balancing.
- Operational use of scannings scanners, copying copiers and computer.
- Principles of business letter writing, English usage, composition, vocabulary, spelling, grammar and punctuation.
- Notary Bond and Fictitious Business Name Statement filing.
- Procedures of issuing marriage licenses and performing wedding ceremonies.

Ability to:

- Provide lead direction and training for Deputy Clerk-Recorder I and II and other staff.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations governing recording of legal documents.
- Apply election policies and voter registration procedures.
- Operate a variety of office equipment including computers, copiers, scanners, 10 key and microfilm equipment.
- Prepare and maintain reports, records and logs.
- Apply election and voter registration policies.
- Establish and maintain cooperative working relationships within department and other departments.
- Deal tactfully and courteously with public in explaining and providing assistance with document submission and recording procedures.

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LEAD DEPUTY CLERK/RECORDER – 4

Training and Experience:

Qualifications needed for this position:

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Education: Any combination of education which would likely provide the required knowledge and abilities will be considered. A high High school diploma or equivalent GED certificate;

Associates of Arts or Bachelor's degree in Business, Computer Science, Geography, History, Political Science or Law.

One (1) year minimum of supervisory experience.

Two (2) years' experience performing duties as a Deputy Clerk-Recorder II.

Three (3) years' experience in analyzing legal documents.

Two (2) years' experience in land title transaction related industry such as a title company or related field.

Completion of Recorders Certification Training is highly desirable.

Special Requirements:

The applicant ~~must~~ must possess a valid driver's license at time of application and possession of a valid California Driver's License by time of appointment. The valid California Driver's License must be maintained throughout employment.

-Must pass a background check and be fingerprinted.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

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LEAD DEPUTY CLERK-RECORDER**DEFINITION**

Under direction, the Lead Deputy Clerk-Recorder provides lead supervision; plans, coordinates, trains and evaluates operational activities for the Deputy Clerk-Recorder I and II. Performs a variety of clerical and routine administrative duties relating to the County Clerk-Recorder's Department; examines documents, processes land title transactions, records and supervises vital statistics functions and do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the highest working level and lead supervision level in the Deputy Clerk-Recorder class series. Incumbents have responsibility for lead supervision and work coordination responsibilities for Clerk-Recorder's I and II. Employee performs a variety of assignments, requiring substantial experience and working background. Employee performs complex and difficult tasks requiring research and problem resolution which requires specialized training and knowledge of the land title transaction process. Employee is responsible for participating in the hiring, evaluation, training and disciplinary functions of the division.

REPORTS TO

Assistant County Clerk-Recorder.

CLASSIFICATION DIRECTLY SUPERVISED

Provides lead direction and work coordination for Deputy Clerk-Recorders I and II and extra help employees.

LEAD DEPUTY CLERK/RECORDER – 2

EXAMPLES OF DUTIES

- Provides lead direction and work coordination for Deputy Clerk-Recorder I and II and other staff.
- Performs the more complex document processing duties related to a programmatic area of assignment; researches problems and acts a resource to other staff members regarding documentation and/or procedural issues.
- Examines and reviews documents for accuracy to be recorded in accordance with laws governing public recordation.
- Ensures Land Title documents meet legal recording requirements including original signatures, acknowledgements dates and legibility, etc.
- Indexes/verifies and processes documents recorded daily.
- Serves as a resource to the general public, provides answers and information regarding complex processes and procedures.
- Serves as the contact/liaison to title companies and document preparation companies.
- Prepares invoices, complex reports and tracks transmittals from State agencies.
- Prepares annual Recorder's Statistical Report.
- Maintains official map program; indexes and archives maps to disk.
- Cashiers and collects fees, prepares daily deposits and index reports, processes credit card transactions and electronic fund transfers.
- Balances monthly Special Revenue Fund accounts with Auditor and State.
- Supervises the submittal and filing of CEQA documents, including Environmental Impact Reports, Notices of Determination, etc.
- Analyzes documents for the applicability of documentary transfer tax and affordable housing and jobs tax.
- Files Fictitious Business Name Statements, requiring certificates of incorporation and partnerships.
- Provides clerical support during the election process.
- Oversees the archival process of historical records, microfilm, film storage and inventory located at secured offsite storage facility.
- Travels out of county to audit and inventory archived records located in secured storage facility.
- Participates in the hiring of assigned staff.
- Evaluates employee performance, counsels employees, recommends initial disciplinary action and other personnel decisions.
- Performs related duties as assigned.

LEAD DEPUTY CLERK/RECORDER – 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, scanners, calculators, 10 key, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff and the public. Out of office travel may be required for training purposes.

DESIRABLE QUALIFICATIONS

Knowledge of:

- The California statutes pertaining to the functions of the County Clerk-Recorder; legal responsibilities, methods and documents used to convey and transfer title of real property.
- Standards required in the processing, certification and storage of vital records.
- Standards required for the retention of current, historic and archived records.
- Modern methods and techniques used with filing, indexing, and information retrieval systems.
- Principles and procedures of lead direction, coordination and organization, report preparation, basic arithmetic, account tracking and balancing.
- Operational use of scanners, copiers and computer.
- Principles of business letter writing, English usage, composition, vocabulary, spelling, grammar and punctuation.
- Notary Bond and Fictitious Business Name Statement filing.
- Procedures of issuing marriage licenses and performing wedding ceremonies.

Ability to:

- Provide lead direction and training for Deputy Clerk-Recorder I and II and other staff.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations governing recording of legal documents.
- Apply election policies and voter registration procedures.
- Operate a variety of office equipment including computers, copiers, scanners, 10 key and microfilm equipment.
- Prepare and maintain reports, records and logs.
- Apply election and voter registration policies.
- Establish and maintain cooperative working relationships within department and other departments.
- Deal tactfully and courteously with public in explaining and providing assistance with document submission and recording procedures.

LEAD DEPUTY CLERK/RECORDER – 4

Training and Experience:

Qualifications needed for this position:

High school diploma or equivalent GED certificate.

Associates of Arts or Bachelor's degree in Business, Computer Science, Geography, History, Political Science or Law.

One (1) year minimum of supervisory experience.

Two (2) years' experience performing duties as a Deputy Clerk-Recorder II.

Three (3) years' experience in analyzing legal documents.

Two (2) years' experience in land title transaction related industry such as a title company or related field.

Completion of Recorders Certification Training is highly desirable.

Special Requirements:

Must possess a valid driver's license at time of application and possession of a valid California Driver's License by time of appointment. The valid California Driver's License must be maintained throughout employment.

Must pass a Department of Justice (DOJ) background check as a condition of employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

PLUMAS COUNTY
Approved: XXXXX 2019

Last Revised: 6/99 Revised: January 2019

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DEPUTY CLERK/_RECODER I

DEFINITION

Under general direction to perform a variety of clerical and routine administrative duties relating to the County Clerk/_Recorder's Office involving receiving, reviewing/examining, processing, recording and maintaining records; to participate and assist in all phases of the election process, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Deputy Clerk/_Recorder class. This class is distinguished from the Deputy Clerk/_Recorder II by the performance of the more routine tasks and duties assigned to positions within the series including document recording and filing. Incumbents are expected to enter the work area with office skills and background, even though they are not expected to be familiar with the policies and functions of the County Clerk/_Recorder/_Elections. When the requested experience and background has been gained and sufficient work skills and knowledge are demonstrated, an incumbent may be promoted to Deputy Clerk/_Recorder II.

REPORTS TO

Lead Deputy Clerk-Recorder
Assistant County Clerk/Recorder

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CLASSIFICATION DIRECTLY SUPERVISED

None

Last Revised: 06/1999

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EXAMPLES OF DUTIES

- Receives and reviews examines documents to be recorded in accordance with laws governing public recordation.
- Ensures that documents are properly signed, acknowledged, dated and legible.
- Records and indexes and record documents that are legally entitled to be recorded.
- Cashiers and processes recordings, marriage license applications, applications for certified copies of vital records, fictitious business name statements, notaries public filings, power of attorney filings and other documents.
- Issues marriage licenses and performs wedding ceremonies.
- Enters and indexes input-appropriate information into a specialized official record database system, the computer system or other appropriate record-keeping systems.
- Files and maintains records.
- Compares hardcopy documents to microfilmed document images.
- Prepares documents for return mailings.
- Files CEQA documents including environmental impact reports, notices of determination and other notices. Provide clerical support in all phases of the election process; mail voter notification cards; register voter; process voter affidavits on a computer; prepare voter index; process absentee ballot applications.
- Type a variety of documents including birth and death lists, marriage licenses, wills and passports. Verifies map scanning and recording; prepares map electronic media for distribution.
- File certificates of fictitious surnames, articles and corporations, and co-partnerships. Records mining claim documents, ensuring appropriate property taxes have been paid.
- Prepares marriage license packets, vital record request forms and mining claim forms.
- Maintains inventory of office supplies.
- Provides clerical support for the election process.
- Order supplies as needed.
- Performs related duties as assigned.
- Performs related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended period; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 25lbs-50lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, scanners, postage machine and FAX.

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TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern office practices and procedures.
- Methods and techniques of filing, indexing and information retrieval systems.
- English usage, spelling, grammar and punctuation.
- Basic arithmetic.
- Computers and software applications.
- Operation and use of office equipment.
- Legal terminology, forms and procedures.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Cashiering and security procedures.
- Basic land title process.
- Basic voter and election process.

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Ability to:

- Interpret and apply Federal, State and local policies, procedures, laws and regulations governing the recording of legal land title transaction documents.
- Manage and balance cash transactions and prepare daily deposits Apply election policies and voter registration procedures.
- Operate a variety of office equipment including typewriters, computers, copiers, adding machines and microfilm scanning equipment.
- Prepare and maintain reports, records and logs.
- Establish and maintain cooperative working relationships.
- Understand election and security procedures.

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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:

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Qualifications needed for this position:

High school diploma or equivalent GED certificate.

One Two (2) years' experience of governmental, computer or administrative experience in a customer service based office.

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Associate's degree may be substituted for one (1) year of required work experience responsible office, clerical or administrative support including experience in a public contact position.

DEPUTY CLERK/RECORDER I – 4

Special Requirements:

Special Requirements: Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

Must possess a valid driver's license at the time of application a valid California Driver's License by the time of appointment. The valid California License issued by the Department of Motor Vehicles must be maintained through employment.

Must pass a typing test with a 40 words per minute minimum. Must possess a 40 words per minute certificate or pass exam.

Must pass background check and be fingerprinted.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

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DEPUTY CLERK-RECORDER I**DEFINITION**

Under general direction to perform a variety of clerical and routine administrative duties relating to the County Clerk-Recorder's Office involving receiving, examining, processing, recording and maintaining records; to participate and assist in the election process, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Deputy Clerk-Recorder class. This class is distinguished from the Deputy Clerk-Recorder II by the performance of the more routine tasks and duties assigned to positions within the series including document recording and filing. Incumbents are expected to enter the work area with office skills and background, even though they are not expected to be familiar with the policies and functions of the County Clerk-Recorder. When the requested experience and background has been acquired and sufficient work skills and knowledge are demonstrated, an incumbent may be promoted to Deputy Clerk-Recorder II.

REPORTS TO

Lead Deputy Clerk-Recorder

CLASSIFICATION DIRECTLY SUPERVISED

None

DEPUTY CLERK/RECORDER I - 2

EXAMPLES OF DUTIES

- Receives and examines documents to be recorded in accordance with laws governing public recordation.
- Ensures documents are properly signed, acknowledged, dated and legible.
- Records and indexes documents that are legally entitled to be recorded.
- Cashiers and processes recordings, marriage license applications, applications for certified copies of vital records, fictitious business name statements, notaries public filings, power of attorney filings and other documents.
- Issues marriage licenses and performs wedding ceremonies.
- Enters and indexes appropriate information into a specialized official record database system.
- Files and maintains records.
- Compares hardcopy documents to microfilmed document images.
- Prepares documents for return mailings.
- Files CEQA documents including environmental impact reports, notices of determination and other notices.
- Verifies map scanning and recording; prepares map electronic media for distribution.
- Records mining claim documents, ensuring appropriate property taxes have been paid.
- Prepares marriage license packets, vital record request forms and mining claim forms.
- Maintains inventory of office supplies.
- Provides support for the election process.
- Performs related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended period; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 50lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, scanners, postage machine and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff and the public.

DEPUTY CLERK/RECORDER I - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern office practices and procedures.
- Methods and techniques of filing, indexing and information retrieval systems.
- English usage, spelling, grammar and punctuation.
- Basic arithmetic.
- Computers and software applications.
- Operation and use of office equipment.
- Legal terminology, forms and procedures.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Cashiering and security procedures.
- Basic land title process.
- Basic voter and election process.

Ability to:

- Interpret and apply Federal, State and local policies, procedures, laws and regulations governing the recording of legal land title transaction documents.
- Manage and balance cash transactions and prepare daily deposits.
- Operate a variety of office equipment including typewriters, computers, copiers, adding machines and scanning equipment.
- Prepare and maintain reports, records and logs.
- Establish and maintain cooperative working relationships.
- Understand election and security procedures.

DEPUTY CLERK/RECORDER I – 4

TRAINING AND EXPERIENCE:

Qualifications needed for this position:

High school diploma or equivalent GED certificate.

Two (2) years' experience of governmental, computer or administrative experience in a customer service based office.

Associate's degree may be substituted for one (1) year of required work experience.

Special Requirements:

Must possess a valid driver's license at the time of application a valid California Driver's License by the time of appointment. The valid California License issued by the Department of Motor Vehicles must be maintained through employment.

Must possess 40 words per minute (WPM) typing certificate or pass exam.

Must pass a Department of Justice (DOJ) background check as a condition of employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

DEPUTY CLERK-/RECODER II

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DEFINITION

Under general direction to perform a variety of clerical and routine administrative duties relating to the County Clerk-/Recorder's Office involving receiving, reviewing/examining, processing, recording, protecting and maintaining preserving the County's official records; to participate and assist in all phases of the election process, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the full journey level in the Deputy Clerk-/Recorder class series. Incumbents within this class are distinguished from the Deputy Clerk-/Recorder I by the performance of the full range of duties as assigned—including voter registration and election procedures including report preparation, invoicing, basic accounting and record keeping. Employees perform a variety of assignments, requiring substantial experience and working background.

REPORTS TO

Assistant County Clerk/Recorder Lead Deputy Clerk-Recorder.

CLASSIFICATION DIRECTLY SUPERVISED

None

EXAMPLES OF DUTIES

- Receives and examines documents to be recorded in accordance with laws governing public recordation.
- Ensures documents are properly signed, acknowledged, dated and legible.
- Special emphasis on requirements for recording deeds and determining documentary transfer tax applicability.
- Records and indexes documents that are legally entitled to be recorded.
- Cashiers and processes recordings, marriage license applications, applications for certified copies of vital records, fictitious business name statements, notaries public filings, power of attorney filings and other documents.
- Verifies indexed information from the specialized official record database system.
- Files and maintains records.
- Compares hardcopy documents to microfilmed document images.
- Prepares 30 day notices to fictitious business name statement customers.
- Reports to state agency fees collected for CEQA documents including environmental impact reports, notices of determination and other notices.
- Balances cash drawer and prepares daily deposits to the treasurer.
- Reconciles Gov Pay credit card transactions.
- Prepares invoices and tracks payments for official record index to title companies.
- Prepares invoices and tracks payments for map media subscribers.
- Verifies map scanning and recording; prepares map electronic media for distribution.
- Records mining claim documents, ensuring appropriate property taxes have been paid.
- Maintains inventory of office supplies.
- Issues marriage licenses and performs wedding ceremonies.
- Provides clerical support for the election process.
- Performs related duties as assigned.
- Receives and reviews documents to be recorded in accordance with laws governing public recordation.
- Insure that documents are properly signed, acknowledged, dated and legible; index and record documents that are legally entitled to be recorded.
- Input appropriate information into the computer system or other appropriate record keeping systems.
- File and maintain records.
- Provide clerical support in all phases of the election process; mail voter notification cards; register voters; process voter affidavits on a computer; prepare voter index; process absentee ballot applications.
- Type a variety of documents including birth and death lists, marriage licenses, wills and passports.
- File certificates of fictitious surnames, articles and corporations, and co-partnerships.
- Maintain inventory of office supplies.
- Order supplies as needed.
- Perform related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 25-50 lbs.; correct hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, scanners, postage machine and FAX.

DEPUTY CLERK/RECORDER II-3

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff and the public.

DESIRED-DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern office practices and procedures.
- Methods and techniques of filing, indexing and information retrieval systems.
- English usage, spelling, grammar and punctuation.
- Basic arithmetic and calculation and distribution of fees.
- Computers and software applications.
- Operation and use of office equipment.
- Applicability of legal terminology, forms and procedures relating to official documents.
- Current laws requiring the collection of funds to be submitted to the state.
- Legal property descriptions and parcel numbers.
- Principles and procedures of record keeping.
- Accounting practices, database operation and information retrieval.
- Troubleshooting database program with vendor assistance.
- Advanced understanding of qualifying exemptions for no-fee transactions.
- Operations and advanced understanding of conversion of scanned images to archival microfilm.
- Spreadsheet development for tracking purposes of record location.
- Principles of business letter writing and basic report preparation.
- Cashiering and security procedures.
- Basic land title process.
- Basic voter and election process.

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Knowledge of:

- Modern office practices, and methods.
- Methods and techniques of filing, indexing, and information retrieval systems.
- English usage, spelling, grammar and punctuation.
- Basic arithmetic.
- Computer and software operation and use of office equipment.
- Organization policies and operating procedures of the department.
- Legal terminology, forms and procedures.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.

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Ability to:

- Interpret and apply Federal, State and local policies, procedures, laws and regulations governing the recording of legal land title transaction documents.
- Manage and balance cash transactions and prepare daily deposits.
- Keep logs and records of documents recorded, returned unrecorded and returned following recording. Apply election policies and voter registration procedures.
- Operate a variety of office equipment including typewriters, computers, copiers, adding

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machines, scanners and microfilm equipment, postage machine.

- Prepare and maintain reports, records and logs.
- Establish and maintain cooperative working relationships.
- Understand election and security procedures.

DEPUTY CLERK/RECORDER II - 4

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:

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Qualifications needed for this position:

High school diploma or equivalent GED certificate.

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At least one (1) year of responsible experience performing a variety of office or administrative support work at a level equivalent to Deputy Clerk/Recorder I in Plumas County.

High school diploma or equivalent GED certificate.

Two (2) years' experience of governmental, computer or administrative experience in a customer service based office.

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Associate's degree may be substituted for one (1) year of required work experience.

Special Requirements:

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Must possess a valid driver's license at the time of application a valid California --Driver's License by the time of appointment. The valid California License issued by the Department of Motor Vehicles must be maintained through employment.

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Must pass a typing test with a possess a 40 words per minute certificate or pass examminimum.

Must pass a background check and be fingerprinted.

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All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

Two (2) years of college preferable.

SPECIAL REQUIREMENTS: Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

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DEPUTY CLERK-RECORDER II**DEFINITION**

Under general direction to perform a variety of clerical and routine administrative duties relating to the County Clerk-Recorder's Office involving receiving, examining, processing, recording, protecting and preserving the County's official records; to participate and assist in the election process, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the full journey level in the Deputy Clerk-Recorder class series. Incumbents within this class are distinguished from the Deputy Clerk-Recorder I by the performance of the full range of duties as assigned including report preparation, invoicing, basic accounting and record keeping. Employees perform a variety of assignments, requiring substantial experience and working background.

REPORTS TO

Lead Deputy Clerk-Recorder

CLASSIFICATION DIRECTLY SUPERVISED

None

DEPUTY CLERK/RECORDER II - 2

EXAMPLES OF DUTIES

- Receives and examines documents to be recorded in accordance with laws governing public recordation.
- Ensures documents are properly signed, acknowledged, dated and legible.
- Special emphasis on requirements for recording deeds and determining documentary transfer tax applicability.
- Records and indexes documents that are legally entitled to be recorded.
- Cashiers and processes recordings, marriage license applications, applications for certified copies of vital records, fictitious business name statements, notaries public filings, power of attorney filings and other documents.
- Verifies indexed information from the specialized official record database system.
- Files and maintains records.
- Compares hardcopy documents to microfilmed document images.
- Prepares 30 day notices to fictitious business name statement customers.
- Reports to state agency fees collected for CEQA documents including environmental impact reports, notices of determination and other notices.
- Balances cash drawer and prepares daily deposits to the treasurer.
- Reconciles Gov Pay credit card transactions.
- Prepares invoices and tracks payments for official record index to title companies.
- Prepares invoices and tracks payments for map media subscribers.
- Verifies map scanning and recording; prepares map electronic media for distribution.
- Records mining claim documents, ensuring appropriate property taxes have been paid.
- Maintains inventory of office supplies.
- Issues marriage licenses and performs wedding ceremonies.
- Provides clerical support for the election process.
- Performs related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 50 lbs.; correct hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, scanners, postage machine and FAX.

DEPUTY CLERK/RECORDER II - 3

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern office practices and procedures.
- Methods and techniques of filing, indexing and information retrieval systems.
- English usage, spelling, grammar and punctuation.
- Basic arithmetic, calculation, and distribution of fees.
- Computers and software applications.
- Operation and use of office equipment.
- Applicability of legal terminology, forms and procedures relating to official documents.
- Current laws requiring the collection of funds to be submitted to the state.
- Legal property descriptions and parcel numbers.
- Principles and procedures of record keeping.
- Accounting practices, database operation and information retrieval.
- Troubleshooting database program with vendor assistance.
- Advanced understanding of qualifying exemptions for no-fee transactions.
- Operations and advanced understanding of conversion of scanned images to archival microfilm.
- Spreadsheet development for tracking purposes of record location.
- Principles of business letter writing and basic report preparation.
- Cashiering and security procedures.
- Basic land title process.
- Basic voter and election process.

Ability to:

- Interpret and apply Federal, State and local policies, procedures, laws and regulations governing the recording of legal land title transaction documents.
- Manage and balance cash transactions and prepare daily deposits.
- Keep logs and records of documents recorded, returned unrecorded and returned following recording.
- Operate a variety of office equipment including typewriters, computers, copiers, adding machines, scanners and postage machine.
- Prepare and maintain reports, records and logs.
- Establish and maintain cooperative working relationships.
- Understand election and security procedures.

DEPUTY CLERK/RECORDER II - 4

TRAINING AND EXPERIENCE:

Qualifications needed for this position:

High school diploma or equivalent GED certificate.

At least one (1) year of responsible experience performing a variety of office or administrative support work at a level equivalent to Deputy Clerk-Recorder I in Plumas County.

Two (2) years' experience of governmental, computer or administrative experience in a customer service based office.

Associate's degree may be substituted for one (1) year of required work experience.

Special Requirements:

Must possess a valid driver's license at the time of application a valid California Driver's License by the time of appointment. The valid California License issued by the Department of Motor Vehicles must be maintained through employment.

Must possess 40 words per minute (WPM) typing certificate or pass exam.

Must pass a Department of Justice (DOJ) background check as a condition of employment

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

ELECTIONS COORDINATOR

DEFINITION

Under general direction, to perform a variety of specialized administrative election support duties for the Plumas County Elections Division of the Clerk-Recorder's Department. Performs information gathering, information preparation, and public relations assignments in the planning and conduction of local, State and Federal elections and does related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position classification with responsibility for the day-to-day coordination of the Elections Division. This position must exercise a high degree of judgment and initiative, and must have a thorough knowledge of "The Help America Voter Act", the "National Voter Registration Act" electronic recording equipment, all election codes, the election process, local, State, and Federal elections, and performs office support duties for the County Clerk/-Recorder.

REPORTS TO

Assistant County Clerk/-Recorder.

CLASSIFICATIONS DIRECTLY SUPERVISED

Temporary precinct and elections staff. May provide lead direction to regular staff, as assigned. Elections Services Assistant I and II
Temporary Election Boards
Ballot Processing Boards

ELECTIONS COORDINATOR – 2

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EXAMPLES OF DUTIES

- Assists in planning, organizing and coordinating the election functions of the County-county including local, State and Federal elections.
- Using existing software—a secure statewide database and certified software, creates and redesigns the ballot layout, with paper sizing, formatting, water marks, and coding for each individual election.
- Programs the memory cards for the touch screen and optical scan units.
- Insures proper publication and posting of legal notices.
- Insures proper preparation of reports and documents for the Secretary of State's office.
- Maintains voter registration data.
- Reviews candidates filing documents to insure proper submission of forms, other documents and fees.
- Accepts initiative, referendum, and other petitions for filing, verifying signatures when necessary.
- Arranges for polling places. Secures additional staffing for election boards and retains maintains security during election cycles.
- Assists in recruiting, selecting and training of precincts officials.
- Canvasses precinct records to verify election results and prepares statements of votes cast.
- Establishes and maintains filing systems for election documents, making changes and adjustments as necessary.
- Provides information to the public concerning candidates filing requirements, election regulations, and election functions.
- Accepts Conflict of Interest statements and insures proper filing with the Fair Political Practices Commission.
- Issues marriage licenses, passport applications and birth certificates performs marriage wedding ceremonies, issues certified copies of birth, death, marriage and military discharge papers.
- Performs official Oath of Office ceremonies.
- May be required to work extended hours and weekends as needed during peak election periods and attend out of county training as needed.
- Oversees collaboration among management, staff and consultants to develop training curriculum as necessary.
- Prepares statistical reports and provides analysis.

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ELECTIONS COORDINATOR - 3

Voter Registration Services

This classification oversees all aspects of the voter registration and voter services and is responsible for:

- Processing conditional voter registration and provisional voting.
- Canceling active voters based on notification from the Superior Court of felony status.
- Maintaining voter records of confidential voters, military and overseas voters as well as seasonal address voters.
- Overseeing all functions within the VoteCal (Statewide Voter Registration Database).
- Fileing and processesing state and local petitions.
- Administersing the maintaining maintenance of official lists of streets, precincts and districts from maps and records provided by the County Geographic Information System.
- Participatesing in the decennial census line boundary line changes.

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Candidate Filing and eCampaign Services:

- Manages relationships with vendors related to the Voter Information Guide preparation.
- Maintains official list of districts, offices, incumbents and candidates for present and historical purposes.
- Oversees all candidate filings, including declarations of candidacy, nomination petitions and codes of fair campaign practices.
- Facilitates submission of materials related to measures, resolutions, measure text, measure questions, impartial analyses, arguments and rebuttals.
- Conducts the randomized alphabet drawing in accordance with the California Election Code.
- Manages the layout, proofreading, production and timely mailing of Voter Information Guides.
- Prepares appointments of candidates in lieu of election and secures Board of Supervisor agenda time.
- Updates and monitors election and candidate project calendars.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods, frequently stand and walk, normal manual dexterity and eye-hand coordination; physical ability to lift and move objects weighing up to 25-50 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, scanners and FAX. Programs and tests specific election equipment.

ELECTIONS COORDINATOR - 4

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; occasionally works outside; continuous contact with staff and the public.

ELECTIONS COORDINATOR – 4

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ELECTION COORDINATOR—3

DESIRABLE QUALIFICATIONS

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Knowledge of:

- County policies, rules and regulations.
- Policies, functions, and requirements of the County Registrar of Voters.
- Laws, rules, regulations including "The Help America Vote Act", "National Voter Registration Act" and legislation governing the conduct of elections, filing of petitions, and the registration of voters.
- Laws, rules, and regulations, and legislation governing the public access to election documents and information.
- Proper procedures for the acceptance and filing of candidate documents.
- Election and precincting procedures.
- Public and community relations.
- Business and Professional Codes.
- Health and Safety Codes.
- Establishment and maintenance of filing and information retrieval systems.
- Account and fiscal recordkeeping.
- Office management methods and procedures.
- Computerization of election functions.
- Principles of work coordination and training.
- Fair Political Practices Commission rules, regulations and requirements.

Ability to:

- Plan, organize, and coordinate County election functions.
- Ensure accuracy of ballot configuration including layout, sizing, formatting and coding for each election.
- Monitors accuracy of ballot tabulation ensuring accuracy and confers with software vendors as needed.
- Ensures that the computer system is accurate and checks for errors.
- Confers with the software vendors to correct any problems.
- Provide training and coordination for assigned staff and temporary election personnel.
- Interpret, explain, and apply a variety of Federal, State and County election policies, rules and procedures and regulations.
- Read and understand statutes and instruction related to election functions.
- Work with initiative and independence while exercising good judgment in recognizing scope of authority.
- Write and update subject-matter procedures.

ELECTIONS COORDINATOR—5

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- Review and establish the validity of petition, candidate filing documents, and election results.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare clear, concise, and accurate records and reports.
- Effectively represent County Clerk-Recorder in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, and other agencies.

ELECTIONS COORDINATOR—4

Training and Experience:

Qualifications needed for this position:

Four (4) years of responsible clerical experience or administrative support work at a level equivalent to Deputy Clerk-Recorder II in Plumas County or five-three (53) years of responsible experience performing a variety of elections office/administrative support functions.

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Special Requirements:

Must possess a valid driver's license at the time of application and a valid California Driver's License by the time of appointment. -The valid California License must be maintained throughout employment.

Must pass a background check and be fingerprinted.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

ELECTIONS COORDINATOR**DEFINITION**

Under general direction, to perform a variety of specialized administrative election duties for the Plumas County Elections Division of the Clerk-Recorder's Department. Performs information gathering, information preparation, and public relations assignments in the planning and conduction of local, State and Federal elections and does related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position classification with responsibility for the day-to-day coordination of the Elections Division. This position must exercise a high degree of judgment and initiative, and must have a thorough knowledge of "The Help America Voter Act", the "National Voter Registration Act", all election codes, the election process, local, State, and Federal elections, and perform office support duties for the County Clerk-Recorder.

REPORTS TO

Assistant County Clerk-Recorder

CLASSIFICATIONS DIRECTLY SUPERVISED

Elections Services Assistant I and II

Temporary Election Boards

Ballot Processing Boards

ELECTIONS COORDINATOR – 2

EXAMPLES OF DUTIES

- Assists in planning, organizing and coordinating the election functions of the county including local, State and Federal elections.
- Using a secure statewide database and certified software, creates and redesigns the ballot layout, with paper sizing, formatting, water marks, and coding for each individual election.
- Programs memory cards for touch screen and optical scan units.
- Insures proper publication and posting of legal notices.
- Insures proper preparation of reports and documents for the Secretary of State's office.
- Maintains voter registration data.
- Reviews candidates filing documents to insure proper submission of forms, other documents and fees.
- Accepts initiative, referendum, and other petitions for filing, verifying signatures when necessary.
- Secures additional staffing for election boards and maintains security during election cycles.
- Assists in recruiting, electing and training of election processing boards.
- Canvasses precinct records to verify election results and prepares statements of votes cast.
- Establishes and maintains filing systems for election documents, making changes and adjustments as necessary.
- Provides information to the public concerning candidates filing requirements, election regulations, and election functions.
- Accepts Conflict of interest statements and insures proper filing with the Fair Political Practices Commission.
- Issues marriage licenses, performs wedding ceremonies, and issues certified copies of birth, death, marriage and military discharge papers.
- Performs official Oath of Office ceremonies.
- May be required to work extended hours and weekends as needed during peak election periods and attend out of county training as needed.
- Oversees collaboration among management, staff and consultants to develop training curriculum as necessary.
- Prepares statistical reports and provides analysis.

ELECTIONS COORDINATOR - 3

Voter Registration Services

This classification oversees all aspects of the voter registration and voter services and is responsible for:

- Processing conditional voter registration and provisional voting.
- Cancelling active voters based on notification from the Superior Court of felony status.
- Maintaining voter records of confidential voters, military and overseas voters as well as seasonal address voters.
- Overseeing all functions within the VoteCal (Statewide Voter Registration Database).
- Filing and processing state and local petitions.
- Administering the maintenance of official lists of streets, precincts and districts from maps and records provided by the County Geographic Information System.
- Participating in the decennial census line boundary line changes.

Candidate Filing and Campaign Services:

- Manages relationships with vendors related to the Voter Information Guide preparation.
- Maintains official list of districts, offices, incumbents and candidates for present and historical purposes.
- Oversees all candidate filings, including declarations of candidacy, nomination petitions and codes of fair campaign practices.
- Facilitates submission of materials related to measures, resolutions, measure text, measure questions, impartial analyses, arguments and rebuttals.
- Conducts the randomized alphabet drawing in accordance with the California Election Code.
- Manages the layout, proofreading, production and timely mailing of Voter Information Guides.
- Prepares appointments of candidates in lieu of election and secures Board of Supervisor agenda time.
- Updates and monitors election and candidate project calendars.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods, frequently stand and walk, normal manual dexterity and eye-hand coordination; physical ability to lift and move objects weighing up to 50 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, scanners and FAX. Programs and tests specific election equipment.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; occasionally works outside; continuous contact with staff and the public.

ELECTIONS COORDINATOR – 4

DESIRABLE QUALIFICATIONS

Knowledge of:

- County policies, rules and regulations.
- Policies, functions, and requirements of the Registrar of Voters.
- Laws, rules, regulations including “The Help America Vote Act”, “National Voter Registration Act” and legislation governing the conduct of elections, filing of petitions, and the registration of voters.
- Laws, rules, and regulations, and legislation governing the public access to election documents and information.
- Proper procedures for the acceptance and filing of candidate documents.
- Election and precincting procedures.
- Public and community relations.
- Business and professional Codes.
- Health and safety Codes.
- Establishment and maintenance of filing and information retrieval systems.
- Account and fiscal recordkeeping.
- Office management methods and procedures.
- Computerization of election functions.
- Principles of work coordination and training.
- Fair Political Practices Commission rules, regulations and requirements.

Ability to:

- Plan, organize, and coordinate county election functions.
- Ensure accuracy of ballot configuration including layout, sizing, formatting and coding for each election.
- Monitor accuracy of ballot tabulation ensuring accuracy and confer with software vendors as needed.
- Provide training and coordination for assigned staff and temporary election personnel.
- Interpret, explain, and apply a variety of Federal, State and County election policies, rules and procedures and regulations.
- Read and understand statutes and instruction related to election functions.
- Work with initiative and independence while exercising good judgment in recognizing scope of authority.
- Write and update subject-matter procedures.
- Review and establish the validity of election results.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare clear, concise, and accurate records and reports.
- Effectively represent County Clerk-Recorder in answering questions, responding to inquiries, providing assistance, and handling concerns from the public, community organizations, and other agencies.

ELECTIONS COORDINATOR - 5

Training and Experience:

Qualifications needed for this position:

Four (4) years of responsible clerical experience or administrative support work at a level equivalent to Deputy Clerk-Recorder II in Plumas County or Four (4) years of responsible experience performing a variety of elections office/administrative support functions.

Special Requirements:

Must possess a valid driver's license at the time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

Must pass a Department of Justice (DOJ) background check as a condition of employment

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

PLUMAS COUNTY

Approved: XXXXX 2019

Approved: 08/2015 Revised January

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ELECTIONS SERVICES ASSISTANT I

DEFINITION

Under supervision, perform a variety of functions relative to the County Clerk-Recorder-Election Division including; performing a variety of technical and general assignments which include processing voter registrations, filing election and legal documents, keeping databases accurate and up to date, assisting with the candidate nomination and filing process and providing a variety of routine administrative support tasks.

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DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Elections Services Assistant class. This class is distinguished from the Elections Services Assistant II by the performance of the more routine tasks and duties assigned to positions within the series. Incumbents are expected to enter the work area with office skills and background, even though they are not expected to be familiar with the policies and functions of the County Clerk/_Recorder/_Election Division.

REPORTS TO

Reports to the Elections Coordinator.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

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ELECTIONS SERVICES ASSISTANT I - 2

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EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Performs a variety of complex and specialized support work for the conduct of Federal, State, Local and Special District elections.
- Registers voters; maintains voter registration records; processes Vote by Mail requests; participates in the issuance, acceptance and verification of nomination papers, petitions, candidate and Fair Political Practices Commission (FPPC) committee filings; compiles a variety of data for special reports, forms and periodic reviews.
- Provides updated information to social media site.
- Responsible for assisting in the operation of the Elections Division voter and election management system, including programming for elections, preparing disks and reports for candidates, committees and the Secretary of State.
- Refers questions regarding election policies and procedures to appropriate staff within scope of authority.
- Performs election activities including preparing, assembling and distributing publications, notices, sample voter information guides and official ballots, processes and tracks Vote by Mail requests ballots.
- Assists in testing off-election and ballot tabulation equipment, conducting official canvass and certification of election and/or recount results.
- Provides proofreading for sample ballots, voter information guides and other printed election material. May provide voice audio materials for Voters with Specific Needs.
- Provides assistance to the Elections Coordinator.
- Builds and maintains positive working relationships with co-workers, other county employees, and the public using principles of good customer service. Contributes to a positive work environment.
- May be occasionally assigned to perform County Clerk-Recorder duties to meet workload demands.
- May be required to work extended hours and weekends as needed during peak election periods and attend out of county training as needed.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended period; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 50 lbs; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, scanners, postage machine and FAX.

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ELECTIONS SERVICES ASSISTANT I - 3

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TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic understanding of voter registration and the election process.
- Current computer systems, applications such as Excel, Word and Power Point, spreadsheets and databases.
- Basic legal terminology.
- Principles of English grammar, spelling and punctuation.
- Basic math skills.
- Office methods, practices, and procedures, including accuracy in filing, letter and report writing.
- Comprehensive public contact techniques.

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Ability to:

- Implementing policies and procedures while assuring compliance with department and division goals and objectives.
- Researching, reading and understanding relevant Federal, State, County, Municipal, School and Special District statutes, rules, ordinances, codes and regulations.
- Accepting direction regarding prioritizing multiple tasks, projects and demands.
- Working within deadlines to complete projects and assignments.
- Effectively identifying and recommending solutions to problems.
- Working under pressure of constant deadlines, with multiple priorities.
- Reading and following written and verbal instructions.
- Reading and understanding geographical mapping terminology.
- Reading and comparing handwritten signatures rapidly and accurately.
- Efficiently utilizing time management skills.

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ELECTIONS SERVICES ASSISTANT I - 4

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Training and Experience:

Qualifications needed for this position:

High school diploma or equivalent GED certificate.

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Two (2) years of governmental, computer or administrative experience in a customer service based office.

Substitution: Associate's degree may be substituted for one (1) year of required work experience.

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Special Requirements:

Must possess a valid driver's license at the time of application and a valid California Driver's License by the time of appointment. The valid California License issued by the Department of Motor Vehicles must be maintained throughout employment.

Must pass a background check and be fingerprinted.

Possession of Must possess a 40 words per minute typing certificate or pass exam.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

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ELECTIONS SERVICES ASSISTANT I**DEFINITION**

Under supervision, perform a variety of functions relative to the County Clerk-Recorder-Election Division including; performing a variety of technical and general assignments which include processing voter registrations, filing election and legal documents, keeping databases accurate and up to date, assisting with the candidate nomination and filing process and providing a variety of routine administrative support tasks.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Elections Services Assistant class. This class is distinguished from the Elections Services Assistant II by the performance of the more routine tasks and duties assigned to positions within the series. Incumbents are expected to enter the work area with office skills and background, are expected to be familiar with the functions of the County Clerk-Recorder-Election Division.

REPORTS TO

Reports to the Elections Coordinator.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

ELECTIONS SERVICES ASSISTANT I - 2

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Performs a variety of complex and specialized support work for the conduct of Federal, State, Local and Special District elections.
- Registers voters; maintains voter registration records; processes Vote by Mail requests; participates in the issuance, acceptance and verification of nomination papers, petitions, candidate and Fair Political Practices Commission (FPPC) committee filings; compiles a variety of data for special reports, forms and periodic reviews.
- Provides updated information to social media site.
- Responsible for assisting in the operation of the Elections Division voter and election management system, including programming for elections, preparing disks and reports for candidates, committees and the Secretary of State.
- Refers questions regarding election policies and procedures to appropriate staff within scope of authority.
- Performs election activities including preparing, assembling and distributing publications, notices, voter information guides and official ballots, processes and tracks Vote by Mail ballots.
- Assists in testing election and ballot tabulation equipment, conducting official canvass and certification of election and/or recount results.
- Provides proofreading for ballots, voter information guides and other printed election material. May provide voice audio materials for Voters with Specific Needs.
- Provides assistance to the Elections Coordinator.
- Builds and maintains positive working relationships with co-workers, other county employees, and the public using principles of good customer service. Contributes to a positive work environment.
- May be occasionally assigned to perform County Clerk-Recorder duties to meet workload demands.
- May be required to work extended hours and weekends as needed during peak election periods and attend out of county training as needed.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended period; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 50 lbs; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, scanners, postage machine and FAX.

ELECTIONS SERVICES ASSISTANT I - 3

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic understanding of voter registration and the election process.
- Current computer systems, applications such as Excel, Word and Power Point, spreadsheets and databases.
- Basic legal terminology.
- Principles of English grammar, spelling and punctuation.
- Basic math skills.
- Office methods, practices, and procedures, including accuracy in filing, letter and report writing.
- Comprehensive public contact techniques.

Ability to:

- Implement policies and procedures while assuring compliance with department and division goals and objectives.
- Research, reading and understanding relevant Federal, State, County, Municipal, School and Special District statutes, rules, ordinances, codes and regulations.
- Accept direction regarding prioritizing multiple tasks, projects and demands.
- Work within deadlines to complete projects and assignments.
- Effectively identify and recommend solutions to problems.
- Work under pressure of constant deadlines, with multiple priorities in fast-paced conditions.
- Read and follow written and verbal instructions.
- Read and understand geographical mapping terminology.
- Read and compare handwritten signatures rapidly and accurately.
- Efficiently utilize time management skills.
- Ability to understand and apply confidentiality procedures regarding voter files.

ELECTIONS SERVICES ASSISTANT I - 4

Training and Experience:

Qualifications needed for this position:

High school diploma or equivalent GED certificate.

Two (2) years of governmental, computer or administrative experience in a customer service based office.

Substitution: Associate's degree may be substituted for one (1) year of required work experience.

Special Requirements:

Must possess a valid driver's license at the time of application and a valid California Driver's License by the time of appointment. The valid California License issued by the Department of Motor Vehicles must be maintained throughout employment.

Must pass a Department of Justice (DOJ) background check as a condition of employment.

Must possess 40 words per minute typing certificate or pass exam.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

PLUMAS COUNTY

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Approved: 08/2015 Revised January 2019

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ELECTIONS SERVICES ASSISTANT II

DEFINITION

Under general supervision, perform a variety of functions relative to the County Clerk-Recorder-Election Division including registering voters, conducting elections, processing voter registrations, filing election and legal documents; performing a variety of technical and general assignments which include evaluating and maintaining voter registration and election databases, providing a variety of routine administrative support tasks.

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DISTINGUISHING CHARACTERISTICS

This is the journey level within the Elections Services Assistant class series. This class is distinguished from the Elections Services Assistant I by the performance of the full range of duties with general supervision.— Incumbents perform a variety of assignments, requiring substantial experience and working background. At the journey level the incumbent is knowledgeable in the applicable sections of federal, state and county statutes, rules, ordinances, codes and regulations pertaining to voter registration and election activities; and the policies and procedures of the County Clerk-Recorder-Election Division.

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REPORTS TO

Reports to the Elections Coordinator and Assistant Clerk-Recorder.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

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ELECTIONS SERVICES ASSISTANT II - 2

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EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Performs a variety of difficult, complex and specialized support work for the conduct of Federal, State, Local and Special District elections.
- Registers voters; maintains voter registration records; maintains Vote by Mail files and requests; participates in the issuance, acceptance and verification of nomination papers, petitions, candidate and Fair Political Practices Commission (FPPC) committee filings; monitors the county data processing system, compiles a variety of administrative data for special reports, forms and periodic reviews.
- Assists in the operation of the Elections Division voter and election management system, including programming for elections, preparing disks and reports for candidates, committees and the Secretary of State.
- Interprets, applies, and explains election laws, policies and procedures within scope of authority.
- Performs election activities including preparing, assembling and distributing publications, notices, sample-and-official ballots, voter information guides, processes and tracks Vote by Mail requests for official ballots.
- Assists in programming, testing and certification of election and ballot tabulation equipment, conducting official canvass and certification of election and/or recount results.
- Responds to public inquiries, and refers to appropriate staff member as needed; explains the application of statutes and regulations.
- Provides proofreading for sample-ballots, voter information guides and other printed election material.
- Provides assistance to the Elections Coordinator.
- Builds and maintains positive working relationships with co-workers, other county employees, and the public using principles of good customer service. Contributes to a positive work environment.
- May be assigned to perform County Clerk-Recorder duties to meet workload demands.
- May be required to work extended hours and weekends as needed during peak election periods.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended period; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 50lbs; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, scanners, postage machine and FAX.

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TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Elections voter registration and political reform act procedures and practices.
- Current computer systems, applications and databases.
- Applicable sections of federal, state and county statutes, rules, ordinances, codes and regulations pertaining to voter registration and election activities.
- County and Department policies and procedures.
- Basic legal terminology.
- Principles of English grammar, spelling and punctuation.
- Basic math and accounting skills.
- Office methods, practices, and procedures, including filing, letter and report writing.
- Comprehensive public contact techniques.

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Ability to:

- Planning and implementing policies and procedures while assuring compliance with department and division goals and objectives.
- Reading, understanding, interpreting and applying relevant Federal, State, County, Municipal, School and Special District statutes, rules, ordinances, codes and regulations.
- Assessing and prioritizing multiple tasks, projects and demands.
- Working within deadlines to complete projects and assignments.
- Effectively identifying and recommending solutions to problems.
- Working within deadlines to complete projects and assignments.
- Assessing, analyzing, identifying and recommending solutions to problems.
- Working under pressure of constant deadlines, with multiple priorities.
- Reading and following written and verbal instructions.
- Reading and understanding geographical mapping terminology.
- Reading and comparing handwritten signatures rapidly and accurately.

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ELECTIONS SERVICES ASSISTANT II - 4

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Training and Experience:

Qualifications needed for this position:

High school diploma or equivalent GED certificate.

Two (2) years of governmental, computer or administrative experience in a clerk-recorder's office is preferred.

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OR

Two (2) years of governmental, computer or administrative experience and one (1) year of experience equivalent

(1) year of experience equivalent to the Elections Services Assistant I.

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Substitution: Associate's degree may be substituted for one (1) year of required work experience.

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Special Requirements:

Must possess a valid driver's license at the time of application and a valid California Driver's License by the time of appointment. The valid California License issued by the Department of Motor Vehicles must be maintained throughout employment.

Must pass a background check and be fingerprinted.

Possession: Must possess a ef-40 words per minute typing certificate or pass exam.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

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ELECTIONS SERVICES ASSISTANT II**DEFINITION**

Under general supervision, perform a variety of functions relative to the County Clerk-Recorder-Election Division including registering voters, conducting elections, processing voter registrations, filing election and legal documents; performing a variety of technical and general assignments which include evaluating and maintaining voter registration and election databases, providing a variety of routine administrative support tasks.

DISTINGUISHING CHARACTERISTICS

This is the journey level within the Elections Services Assistant class series. This class is distinguished from the Elections Services Assistant I by the performance of the full range of duties with general supervision. Incumbents perform a variety of assignments, requiring substantial experience and working background. At the journey level the incumbent is knowledgeable in the applicable sections of federal, state and county statutes, rules, ordinances, codes and regulations pertaining to voter registration and election activities; and the policies and procedures of the County Clerk-Recorder-Election Division.

REPORTS TO

Reports to the Elections Coordinator and Assistant Clerk-Recorder.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

ELECTIONS SERVICES ASSISTANT II - 2

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Performs a variety of difficult, complex and specialized support work for the conduct of Federal, State, Local and Special District elections.
- Registers voters; maintains voter registration records; maintains Vote by Mail files and requests; participates in the issuance, acceptance and verification of nomination papers, petitions, candidate and Fair Political Practices Commission (FPPC) committee filings; monitors the county data processing system, compiles a variety of administrative data for special reports, forms and periodic reviews.
- Assists in the operation of the Elections Division voter and election management system, including programming for elections, preparing disks and reports for candidates, committees and the Secretary of State.
- Interprets, applies, and explains election laws, policies and procedures within scope of authority.
- Performs election activities including preparing, assembling and distributing publications, notices, official ballots, voter information guides, processes and tracks Vote by Mail ballots.
- Assists in programming, testing and certification of election and ballot tabulation equipment, conducting official canvass and certification of election and/or recount results.
- Responds to public inquiries, and refers to appropriate staff member as needed; explains the application of statutes and regulations.
- Provides proofreading for ballots, voter information guides and other printed election material.
- Provides assistance to the Elections Coordinator.
- Builds and maintains positive working relationships with co-workers, other county employees, and the public using principles of good customer service. Contributes to a positive work environment.
- May be assigned to perform County Clerk-Recorder duties to meet workload demands.
- May be required to work extended hours and weekends as needed during peak election periods.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended period; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 50lbs; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, scanners, postage machine and FAX.

ELECTIONS SERVICES ASSISTANT II - 3

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Elections, voter registration, candidate filing and political reform act procedures and practices.
- Current computer systems, applications and databases.
- Applicable sections of federal, state and county statutes, rules, ordinances, codes and regulations pertaining to voter registration and election activities.
- County and department policies and procedures.
- Basic legal terminology.
- Principles of English grammar, spelling and punctuation.
- Basic math and accounting skills.
- Office methods, practices, and procedures, including filing, letter and report writing.
- Comprehensive public contact techniques.
- Functions of VoteCal, the statewide voter registration database.
- California online voter registration process

Ability to:

- Plan and implement policies and procedures while assuring compliance with department and division goals and objectives.
- Read, understand, interpret and apply relevant Federal, State, County, Municipal, School and Special District statutes, rules, ordinances, codes and regulations.
- Assess and prioritize multiple tasks, projects and demands.
- Work within deadlines to complete projects and assignments.
- Effectively identify and recommend solutions to problems.
- Work within deadlines to complete projects and assignments.
- Assess, analyze, identify and recommend solutions to problems.
- Work under pressure of constant deadlines, with multiple priorities.
- Read and following written and verbal instructions.
- Read and understanding geographical mapping terminology.
- Read and compare handwritten signatures rapidly and accurately.
- Understand and apply confidentiality procedures regarding voter files.

ELECTIONS SERVICES ASSISTANT II - 4

Training and Experience:

Qualifications needed for this position:

High school diploma or equivalent GED certificate.

Two (2) years of governmental, computer or administrative experience in a clerk-recorder's office is preferred.
OR

Two (2) years of governmental, computer or administrative experience and one (1) year of experience equivalent to the Elections Services Assistant I.

Substitution: Associate's degree may be substituted for one (1) year of required work experience.

Special Requirements:

Must possess a valid driver's license at the time of application and a valid California Driver's License by the time of appointment. The valid California License issued by the Department of Motor Vehicles must be maintained throughout employment.

Must pass a background check and be fingerprinted.

Must possess 40 words per minute typing certificate or pass exam.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.