

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

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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.

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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 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.

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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.

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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.