



ASSISTANT COUNTY CLERK-RECORDER

DISTINGUISHING CHARACTERISTICS: Under direction of the County Clerk/Recorder, assists in managing, planning, organizing and directing the staff of the County Clerk/Recorder/Elections office.

ESSENTIAL JOB DUTIES: Supervises daily operation of County Clerk/Recorder/Elections office. Represents elected department head when called upon. Sets up and conducts local and state-wide elections; updates and files election related documents; compiles data for various State and federal reporting requirements; recruits and assigns election technicians, polling place inspectors and polling place workers; conducts training classes as required by the Elections Code for polling place workers, polling place inspectors and election technicians; consolidates precincts for particular elections; verifies petition signatures; supervises part-time elections workers; installs systems and software upgrades; updates voter registration index; sets up voter system and issues ballots; develops and updates *Candidates' Guide*; develops and updates instructions for election technicians, polling place inspectors and polling place workers; prepares invoices to bill other agencies for their elections costs; prepares statements for state mandated reimbursement costs and monitors their receipt; interprets legal codes; files documents as required by the Government Code; issues marriage licenses; files fictitious business names statements and maintains index; files surety bonds; files, logs, posts environmental documents and sends monthly report to State; files notary oaths and sends to State; provides copies of public documents as needed; copies, searches vital records as needed; files disclosure statements; enforces compliance with the Political Reform Act; prepares budgets, receives revenues, balances and prepares deposit authorizations; balances Clerks trust accounts and submits reports to State; enters purchase requisitions, approvals and receiving reports on county computer system; supervises Recorder/Elections Clerk and Recording Technician; reviews documents and maps presented for recordation; determines sufficiency and recordability; determines the amount of fees and taxes due; records for permanent official record; collects fees and taxes; indexes and maintains records and provides facilities for public research and copies as requested; assists in employee evaluations. Performs all duties as mandated by local, State and Federal laws.

EMPLOYMENT STANDARDS

Education/Experience: High school graduate or equivalent with five years of full-time managerial, administrative, or supervisory experience in an office setting; OR two years of full-time experience in a County Clerk, County Recorder, or Registrar of Voters

office or combination thereof. Completion of coursework from an accredited college or university in business or a closely related field may be substituted for up to one year of the required experience.

Knowledge of: Federal, State and local laws governing the official duties of the County Clerk/Recorders/Elections office; County Clerk filings; Federal, State and local elections codes and procedures; Political Reform Act; all computer applications and hardware related to performance of the essential functions of the job; records management; standard business arithmetic including percentages and decimals; correct English usage including spelling, grammar, punctuation, and vocabulary; recording procedures; word processing; spreadsheets; rules and regulations regarding supervising, hiring and evaluating personnel.

Ability to: Plan, organize, assign, supervise and review work of office staff; interpret, explain and apply laws, rules and regulations governing the filing of County Clerk documents, issuance of marriage licenses, local and state elections, and recording of documents; maintain detailed records and prepare clear and concise reports; prepare specifications for ballot and election materials; deal tactfully and courteously with the public and provide concise and accurate information; maintain cooperative relationships with those contacted during the course of work.

Special requirements: Must be a registered voter. Must have ability to sit for prolonged periods of time and enter data into computer; stand, walk, and lift and carry up to 45 pounds; reach above shoulder level for heavy books and retrieve from shelves; climb and descend stairs; use a telephone. Must possess a valid operator's license issued by the State Department of Motor Vehicles.