

COUNTY OF MENDOCINO CLASS SPECIFICATION

CLASS TITLE:	ASSISTANT CLERK-RECORDER/REGISTRAR	CLASS CODE: TBD
DEPARTMENT:	ASSESSOR-CLERK-RECORDER	FLSA STATUS: E
REPORTS TO:	ASSESSOR-CLERK-RECORDER	CREATED: 09/16
CIVIL SERVICE:	YES	BARGAINING UNIT: MANAGEMENT

JOB SUMMARY:

Under limited direction, assists the elected official in managing all staff and department functions within the Clerk-Recorder and Elections divisions, including long and short-range planning, budget development, and staff management. Examples of department functions include: issuance of marriage licenses; issuance of certified copies of vital records; filing and recording of a variety of public and confidential records; maintaining official public records for public access; voter registration; overseeing all elections process; and answering questions from candidates and the general public.

DISTINGUISHING CHARACTERISTICS:

Assistant Clerk-Recorder/Registrar is a single-incumbent classification responsible for providing oversight and supervision within the Assessor-Clerk-Recorder's Office, directly assisting the elected official with administrative matters. This classification is distinguished from the Assessor-Clerk-Recorder by its oversight and supervision of assigned divisions, and by the performance of the most complex duties. This classification is distinguished from the Assistant Assessor by the latter's duties specific to the field of property assessment, including required Advanced Appraiser certification.

SUPERVISION EXERCISED:

Exercises direct and indirect supervision over supervisory and non-supervisory staff within assigned divisions.

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:

(Duties may include but are not limited to the following)

- Assist in managing the County Clerk, Recorder, Micrographics, and Elections divisions of the department which are responsible for performing various functions, including: registering voters; issuing marriage licenses; filing various notices; and recording, indexing, and maintaining legal documents.
- Oversee all functions related to the election process, including: preparing nomination and filing calendars; receiving petitions, nomination papers, fees, and other items associated with candidates' filing; preparing legal publications and news releases; assembling candidate packets; preparing ballot for vendor, proofing material, and notifying vendor of changes; receiving and verifying petitions; testing the ballot counting system and preparing certification; coordinating packing of supplies for pick-up; assisting in training of election officers; processing voted ballots; certifying results; and packing, storing, and/or destroying election materials.
- Assist with the planning and implementation of short and long-term goals, objectives, and strategies for the office and the assigned divisions to ensure efficient organization and completion of work.
- Carry out supervisory duties in accordance with policies, procedures, and applicable laws, including: interviewing, hiring, training and mentoring; planning, prioritizing, and directing work; monitoring productivity and work flow; and resolving problems to ensure deadlines are met.
- Appraising performance; and addressing complaints and resolving problems.
- Communicate, monitor, and assist in the development of policies, procedures, and standards for the assigned divisions; recommend and implement improvements when necessary.
- Monitor, supervise, and coordinate the work of staff within the assigned unit as directed.
- Provide technical expertise and general guidance to staff.
- Respond to inquiries from the media.
- Interact with a variety of individuals, both internally and within the community, to provide information, disseminate departmental information, and assist in resolving administrative issues.

- Assist in managing all financial operations of assigned divisions. Receive, review, and process all financial records and transactions, ensuring accuracy and adherence to policy.
- Issue Oath of Office to county candidates.
- Oversee the maintenance of office inventory, election supplies, etc., requisitioning supplies as needed.
- Coordinate technological projects or needs of assigned divisions, including making arrangements for systems or software installation or upgrades, and/or performing or scheduling related training for staff members.
- Monitor current, newly adopted, and proposed legislation that affects the work, and educate staff on same.
- Receive, sort, and summarize statistics and materials in order to prepare complex, routine, and non-routine reports as requested, utilizing a variety of software.
- Research codes, regulations, and laws that may affect the department.
- Format and generate letters, memos, labels, reports, or other correspondence on a word processor or typewriter, and proof correspondence and related documents of staff.
- Maintain and upgrade professional knowledge, skills, and development by attending seminars and training programs, and reading trade and professional journals and publications.
- Collaborate, persuade, and negotiate with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.
- Ensure quality standards and compliance with regulations are maintained.
- Enter and retrieve a variety of complex information from a computer terminal.
- Disseminate a variety of information and/or reports to various agencies, divisions, or departments via telephone, mail, email, or fax.
- Conducts regular staff meetings to review progress, accomplishments, budgets, strategies, and plans for the department.
- May serve as backup for other positions within the department.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
Network Server
Microfiche Reader and Printer

Typewriter
CD Writer
Ballot Counter

General Office Equipment
Bar Code Wand
Ballot Card Readers

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Graduation from high school or G.E.D. equivalent AND four (4) years of progressively responsible experience performing administrative and office duties directly related to election administration; examination of documents, recording and/or indexing and filing of various documents; OR an equivalent to graduation from a four-year college or university with major course work in business or public administration; OR, a combination of related education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

In addition to the above, this position requires at least one (1) year of full-time work in a supervisory or management position.

Licenses and Certifications:

Valid State Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Administrative principles and practices, including goal-setting and implementation.
- Administration of staff and activities.
- Applicable state, federal, and local ordinances, laws, rules and regulations.

- Methods and techniques of research, statistical analysis, and report presentation.
- All computer applications and hardware related to performance of the essential functions of the job.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Internal departmental policies and procedures.
- General accounting processes and procedures.
- County government organization and operations.
- External governmental bodies and agencies related to area of assignment.
- Standard business arithmetic, including percentages and decimals.
- Human Resources policies and practices.
- Record keeping, report preparation, filing methods, and records management techniques.

Skill in:

- Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Analyzing and resolving office administrative situations and problems.
- Adhering to strict deadlines.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Using a VDT to accurately and rapidly enter and retrieve data and information.
- Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.
- Operating and routine maintenance of general office machines such as copiers, facsimile machines, and telephone systems.

Mental and Physical Abilities:

- Ability to read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.
- Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Ability to establish and maintain effective working relationships with others.
- Ability to draft and type correspondence.
- Ability to add, subtract, multiply, and divide whole numbers, common fractions, and decimals.
- Ability to deal with problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 20 pounds.

Working Conditions:

- Most work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.