

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Deputy County Clerk-Recorder
ALLOCATION: Clerk Recorder's Office
FLSA STATUS: Exempt
UNION AFFILIATION: Non-Represented

ESTABLISHED: July 2017

JOB SUMMARY:

Under administrative direction of the County Clerk-Recorder, is responsible for personnel issues and administration of the daily operations of the Clerk-Recorder's Office, including assigning, directing, training, and reviewing the work of technical and professional staff; ensuring all Recorder, County Clerk and Election activities are in compliance with state and federal law; developing and monitoring the department budget; providing back-up and is familiar with the policies and procedures in all areas of responsibilities; and performs related work as assigned.

This single management position class assists the County Clerk-Recorder in planning, managing, conducting and reporting all Clerk-Recorder activities and Elections in the County consistent with Federal and State laws, legislation and administrative procedures.

CLASS CHARACTERISTICS:

This position reports directly to the County Clerk-Recorder. This class is distinguished from the County Clerk-Recorder in that the latter is an elected official and department head with overall management responsibility for all departmental activities, functions and staff.

EXAMPLES OF DUTIES:

Essential:

Operation Management

- Plan, organize, and direct all activities required to conduct elections and ensure that all election activities are in compliance with applicable law; establish and implement security procedures to ensure the integrity of the voting process.
- Direct and manage elections functions including voter registration, candidate filing, election schedules and material preparation, coordination of staff; vote tally, canvass, and certification to ensure compliance with applicable statutes and/or regulations.
- Direct and manage clerk-recorder functions including document and map examination, recordings, rejections, fee collection, indexing, tax computations, record retention, issuance of marriage licenses, fictitious business name statement filings and CEQA filings.
- Oversee the collection and distribution of fees and taxes to appropriate organizations as mandated by statute and/or county regulation and ordinance; verify balancing of all financial reporting.
- Interpret and apply state and federal statutes for the public and staff; advise staff and the public regarding governmental codes and special problems pertaining to voter registration; provide verbal and written explanation of complex laws, codes, regulations, procedures and policies to the public, other county department, government agencies, legal advisors, title companies, financial institutions and businesses regarding the recording and filing process.
- Resolve difficult customer service situations.
- Coordinate with state and county elected officials, local cities, schools, special districts and others as necessary to conduct elections.

Staff Supervision

- Direct the planning of work, setting of schedules and development of controls to ensure that short and long-range goals of the department are accomplished.
- Plan, organize, assign and evaluate the performance of subordinate staff; provide direction and coaching, through regular feedback sessions; create individual development plans with employees; discuss job performance problems to identify causes and issues, and to work on resolving problems; initiate performance improvement plans, propose and administer discipline.
- Assist in the interview and selection of staff; provide for the training and professional development of department staff.

Administrative

- Develop and implement of department goals, objectives, policies, procedures and work standards for the department, under the County Clerk-Recorder's direction.
- Prepare and implement the annual budget and special project budgets; administer approved budgets.
- Monitor changes in legislation that may affect department operations; evaluate their effect upon department activities; recommend appropriate policy and procedure modifications; and develop specific proposals for action; (e.g. identify impacts of new voting requirements and system technologies in order to develop and manage effective strategies for implementation and integration with existing operations).
- Develop, implement and manage special projects.
- Confer with and represent the County in meetings with employees and departments, representatives from various governmental agencies, community, business, professional groups and the general public.
- Maintain or direct the maintenance of accurate records and files; ensure the security of confidential records.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Administer or direct the administration of the department website.
- Use various computers and standard office equipment in the course of the work.

EMPLOYMENT STANDARDS:**Knowledge of:**

- Pertinent local, state and federal rules, regulations, laws, codes and ordinances pertaining to the administration of clerk-recorder activities and election administration, including California elections code and laws.
- Principles and practices of election management.
- Principles and practices of document recording/filing and indexing.
- Organizational structure of counties, cities, schools, special districts, federal and stated elected offices.
- Principles and practices of administrative analysis and research.
- Record keeping, and bookkeeping practice, principles and procedures.
- Principles and practices of budget development and implementation.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, employee training, development and discipline.
- Policy development and implementation.
- Internal control and accounting principles and practices.
- Administrative principles and practices, including program development, implementation, goal setting and evaluation.

Skill in:

- Interpreting, applying and explaining complex laws, regulations and procedures to a variety of individuals.
- Understanding, interpreting and applying provisions of the law and regulations to specific situations.
- Exercising sound independent judgment within general procedural guidelines.
- Project management; managing multiple priorities and situations concurrently.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of assigned staff.
- Selecting, motivating and providing training and development for staff.
- Assisting in the development and implementation of goals, objectives, policies and procedures.
- Analyzing complex technical and administrative problems.
- Performing document examination; reading and interpreting district and precinct maps.
- Establishing and maintaining effective working relationships and county staff and the public, citizens, public agencies, boards and commissions, occasionally in stressful situations.
- Preparing clear, accurate reports, correspondence and other written materials.
- Making accurate arithmetic and statistical calculations.

Ability to:

- Make rational judgments and decisions in a timely manner particularly in situations involving potential risks.
- Work extended hours.
- Communicate information and ideas in a manner others will understand.
- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Strength and mobility to lift and/or maneuver up to 50 lbs.
- Stamina to remain seated, stand and/or retain concentration for an extended period of time.
- Stand or sit for prolonged periods (up to 24 hours) on Election Day.
- Mobility to drive a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office setting.
- During elections may be required to be at polling places at various locations throughout the County.
- May be required to travel to various worksites or locations.
- Occasionally may be required to travel for meetings or conferences outside of normal business hours.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Successful completion of the County Recorder's Association of California Document Examiner Certificate and California Association of Clerk and Election Officials Professional Elections Administrator Certification within the first 24 months, unless extended by the County Clerk-Recorder due to unavailability.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- May be required to file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Bachelor's Degree with major course work in business administration, geography, history, political science, public administration or a field related to the work AND five years of progressively responsible experience researching, analyzing, interpreting and implementing laws, codes and regulations. *Candidates with strong experience who lack the degree are encouraged to apply.*

PREFERRED: In addition to the minimum above, possess a valid Project Management Professional Certification (PMP), supervisory experience, and comprehensive election and/or recording operations experience in a setting that would have provided the required knowledge and skills, preferably in a California public agency.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept. Approval:
Date:

EEOC: A
WC: 9410

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____