

ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada Mountain Range, Mono County is a rare environment of natural contrasts: soaring granite peaks & spacious desert vistas, quiet lakes & bubbling hot springs, cold mountain streams, winter snows & sunny summer skies, rolling sagebrush hills & vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities & activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants & cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County & offers fine schools, shopping, dining, & recreation.

The County Seat is located in picturesque Bridgeport. The northern areas of the county include Topaz, Coleville & Walker, which offer a quieter & rural way of life, with shopping in nearby Gardnerville & Carson City, Nevada.

The southern areas of the county include Crowley Lake, Benton and Chalfant, June Lake, Lee Vining and Mono City.

Rat Race? Graveyard Shift? Commuting got you down? Looking for a lifestyle change with a great quality of life?

Mono County's Clerk-Recorder's Department has a job for you. Mono County is a sparsely populated rural county that offers a great quality of life & recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierra, enjoy working where you vacation.

BENEFITS: *Mono County provides generous benefits, CalPERS retirement, medical, dental, vision & deferred compensation with County contributions.*

TO APPLY

Application materials may be received & returned to:

County of Mono, CAO/HR
P.O. Box 696, Bridgeport, CA 93517
Telephone: (760) 932-5412
Fax: (760) 932-5411
hr@mono.ca.gov

Faxed and emailed applications will be accepted only if the original application is postmarked by the final filing date. Incomplete applications will not be considered.

SPECIAL NOTE: *The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.*

COUNTY OF MONO



INVITES APPLICATIONS FOR

Fiscal & Technical Specialist I - III

Clerk-Recorder's Department

Bridgeport, CA

SALARY

I – Level 51 - \$17.45 to \$21.21 per hour
II – Level 55 - \$19.26 to \$23.41 per hour
III – Level 59 - \$21.26 to \$25.84 per hour

(please request job descriptions from Human Resources)

Note: Open until filled to in-county employees and general public (1st review: Friday July 27th)

Equal Employment Opportunity Employer

THE POSITION

Under general supervision, this position will provide general support in the clerk-recorder's office as a Deputy Clerk-Recorder. Main duties for this position will be processing vital statistics records as required as well as providing back up support for the Recorder. This position will perform a variety of specialized financial, statistical, and document processing work requiring a substantial knowledge of the policies, procedures and special requirements of the department or work area to which they are assigned. Dependent upon experience, the incumbent may be hired at an FTS I, II or III. This position will also provide front counter customer support and will be responsible for answering phones and general research requests.

Typical tasks include, but are not limited to:

- Process vital records including issuing marriage licenses, and deputy for a day requests, process certified copies of birth, death and marriage certificates.
- Once a week (as back up to primary recorder), record, scan and index property and other documents.
- Prepare monthly State vital reports.
- Process Fictitious Business Names (FBN's) and send out FBN Notices of Expiration.
- Enter / process Notices of Determination / Exemptions / CEQA's including posting, receipting, scanning and faxing and sending monthly to Department of Fish and Wildlife.
- Scan and Index maps.
- Conduct customer research requests as needed.
- Maintain and file Mono County Contracts.
- Act as Office Safety Meeting Officer.
- Order Office Supplies as needed.
- Process mail including posting, picking up and distributing.
- Under direction from the Clerk-Recorder and Assistant Clerk-Recorder, work on various projects as assigned.
- Assist with maintaining the Front Office – Assist persons coming to the Front Counter, answer telephones, and maintain office machines, filing, and other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Financial and statistical record keeping, document acceptance and processing requirements, and/or information system maintenance related to the department and work unit where assigned.
- Policies, laws, rules, and regulations impacting the operations, transactions, and functions of the work unit where assigned.
- Good public relations techniques.
- General understanding of property documents (such as deeds) in order to help customers determine how title may be held on properties. Requires research skills and use of HalFile.
- Maintenance of files and information retrieval systems.
- Computers and software used in the office, fiscal, and administrative support work.
- Modern office methods and procedures.
- Correct English usage, spelling, grammar, and punctuation.
- Basic math.

Ability to:

- Perform a variety of specialized document processing and recording work related to the department and work unit where assigned.
- Proficiently use a variety of computerized spreadsheet, word processing, and data base software.
- Read, interpret, and apply a variety of rules, regulations, and policies to related to functions and services of the assigned work area.
- Accurately maintain and update a variety of records and information systems.
- Gather, organize, and summarize data and information.
- Make mathematical calculations quickly and accurately.

Training and Experience:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of work experience in performance financial, statistical, information technology, or document processing and recording work at a level comparable to Fiscal and Technical Specialist I - III.

Physical Requirements & Working Conditions: Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment: computer, telephone, calculator and FAX.

THE EXAM PROCESS

The exam process will consist of a review and competitive evaluation of the required knowledge and abilities as demonstrated on the application. Those successful in this evaluation will be invited to an oral interview with County management staff.

For a complete job description and application, contact the County Administrative Office at 760.932.5412. All completed applications will be considered. E-mailed or faxed applications will be accepted provided that they are sent by 5:00 p.m. on July 20, 2018 (for the first review).