



We're inviting applications at the...

COUNTY OF MONO

Assistant County Clerk/Recorder/Registrar/Clerk of Board of Supervisors

Location: This position is located in beautiful Bridgeport, CA, our County seat.

ABOUT MONO COUNTY:

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. The County Seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

THE DEPARTMENT:

Mono County's Clerk-Recorder-Registrar Office is comprised of five employees and four distinct divisions:



Clerk: The County Clerk issues marriage licenses, performs civil marriage ceremonies, processes fictitious business name filings, and provides for the qualification and registration of notaries, process servers and miscellaneous statutory oaths and other filings. All functions of the office are conducted under provisions of the State Constitution and County Codes. The Clerk is the filing officer for economic disclosure statements (Form 700's), which are filed in accordance with the Political Reform Act of 1974.

Recorder: The Recorder is responsible for the recording of deeds, deeds of trust, court decrees and other documents affecting title to real property. The division also maintains Uniform Commercial Code filings: subdivision maps and, vital statistics including birth, death, and marriages within the county. This Division also creates digital images of real property and vital records and provides and maintains an efficient retrieval system to support public for this information. All functions of the office are conducted under provisions of the State Constitution and County Codes.

Elections: The Elections Division conducts all Federal, State, County, school, and special district elections in the County, as well as the general municipal elections for the Town of Mammoth Lakes.

Clerk of the Board: Our office is the assigned ex-officio Clerk of the Board for Mono County and provides a range of services to the Public and County Staff, including administrative and clerical support for the Board of Supervisors and Assessment Appeals Board.

THE POSITION

Under administrative and policy oversight, and under the direction of the County Clerk/Recorder/Registrar: plan, organize, direct, and review the functions, programs, activities, and operations of County Clerk/Recorder/ Registrar of Voters Department, including the recording and indexing of legal documents, planning and conduct of County elections, Clerk of the Board of Supervisors duties, and vital statistics Provide supervision and training for Department staff; represent the County Clerk/Recorder/Registrar/Clerk of the Board of Voters Department with other County departments, government agencies, and the County Board of Supervisors; and do related work as required.

This is an At-Will Management position who is appointed and reports to the County Administrative Officer.

Typical tasks include, but are not limited to:

- Assists County Clerk with the managing, planning, and oversight of the functions, programs, and budget of the County Clerk/Recorder/Registrar/Clerk of the Board of Supervisors Department.
- Provides direct supervision, training, and overall guidance for Department staff.
- Confers with the State, local officials, and community groups on matters related to the policies, functions, and operations of the Department.

Position Open Until Filled
Applicant Reviews Occur Weekly

Looking for a unique opportunity where a great quality of life is matched with a career that provides excellent services for the public?

This might be the job for you!

HOW TO APPLY

<https://monocounty.ca.gov/jobs>

Complete the Mono County Job Application form and return all application materials via email to hr@mono.ca.gov or by mail to:

County of Mono, CAO/HR
P.O. Box 696
Bridgeport, CA 93517

Tel: (760) 932-5412
Fax: (760) 932-5411

hr@mono.ca.gov
www.monocounty.ca.gov

Starting Salary:

\$90,868.26 annually

Benefits:

- CalPERS Retirement
- Medical, Dental, Vision, and Life insurance
- 3% 401a Match.
- 2 weeks paid merit leave per year.
- 14 paid holidays per year.
- 2 weeks paid vacation per year.
- 12 days paid sick time per year.
- 2 paid personal holidays per year.
- Flexible Schedule.

Mono County is an
Equal Opportunity Employer

- Represents the Department at meetings, conferences, and hearings at all levels of government to explain, interpret, and promote Department programs and responsibilities.
- Assists County Clerk with coordinating the activities of the Department with other agencies, departments, and organizations.
- Under Guidance of County Clerk, ensures the development, maintenance, and application of legal, equitable, and consistent policies and standards regarding the complete scope of operations, services, and programs which are the responsibility of the County Clerk/Recorder/Registrar of Voters/Clerk of the Board Department.

QUALIFICATIONS:

Training and Experience:

- Bachelor's Degree with major course work in business administration, public administration, government, communications or political science is highly desirable.
- Highly desirable that the successful candidate possess at least four years of responsible experience performing a variety of processing and support functions in connection with document processing, vital statistics records maintenance and reporting and/or the planning and conduct of local elections, administration, including at least one year in a supervisory position.

The Ideal Candidate will:

- Have an enthusiasm for, and dedication to public service.
- Be an approachable leader with a management style that quickly fosters trust, loyalty, and respect.
- Have ability to multi-task and prioritize multiple projects in an extremely organized fashion.
- Prefer working in a strong team, non-territorial oriented environment.
- Think clearly under pressure, maintain a positive attitude and exercise a sense of humor.
- Skillfully communicate both orally and in writing, and make public presentations that are interesting, informative, and persuasive.
- Have a track record of demonstrated accomplishments including making tough decisions and getting things done.
- Be willing to take reasonable risks, promote creative ideas, and accept change.
- Set clear expectations; effectively monitor performance and hold employees accountable.
- Demonstrate a clear understanding of the issues, legal mandates, and public concerns regarding the responsibilities of a county clerk, county recorder, county registrar of voters, and clerk of the Board of Supervisors in California.

THE EXAM PROCESS:

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

For a complete job description and application, contact Human Resources at (760) 932-5412 or obtain job flyer and application by accessing the Human Resources Employment Opportunities website: www.monocounty.ca.gov.

Supplemental Questionnaire

The three questions below are designed to assist you in presenting your qualifications for this position. Your answers to these questions and your employment application will be thoroughly evaluated to determine the most suitably qualified applicants to be invited to the oral interview. Your answers should be submitted on an 8 ½" x 11" sheet of paper, preferably typed and submitted with your completed employment application.

APPLICATIONS SUBMITTED WITHOUT COMPLETING THE SUPPLEMENTAL QUESTIONNAIRE WILL NOT BE CONSIDERED.

1. Describe your experience in each of the following areas: county clerk, county recorder, county registrar of voters, and clerk of the board of supervisor responsibilities.
2. Describe your management philosophy. Provide examples of how your management strategies provided for improved morale, continuous growth, and prosperity among those you have directed.
3. Describe your experience and/or accomplishments in developing and implementing a top-level customer service program.

