

SENIOR DEPUTY BOARD CLERK/ELECTIONS ASSISTANT

DEFINITION

Under general supervision, to coordinate and perform a variety of complex, specialized support work for the County Board of Supervisors and the maintenance of official Board records; to serve as back-up, recording meetings and developing minutes for the County Board of Supervisors and the Assessment Appeals Board; to perform a variety of administrative and staff support work for County elections; to provide assistance and information to the public regarding the functions of County Boards and Commissions and County Elections; to assist other County staff with the understanding of assigned program and department/work unit procedures and requirements; to perform a variety of advanced technical and office support work such as web maintenance; process assessment; oversee management of process; research old records and laws; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced, specialized working level classification in the County Clerk/Recorder/Registrar/Clerk to the Board Department for providing support to County Boards and Commissions and County Elections. An incumbent performs a variety of the most complex, specialized staff support and document processing work requiring substantial knowledge of the policies, procedures, and special requirements of County Boards and Commissions and elections. They are assigned relatively independent responsibilities for their area of work responsibility and are expected to develop substantial knowledge of the work areas to which they are assigned. An incumbent is also expected to provide a variety of information to the public regarding County Boards and Commissions and County Elections.

REPORTS TO

County Clerk/Recorder/Registrar/Board Clerk and Assistant County Clerk/Recorder/Registrar/Board Clerk, as delegated by the County Clerk/Recorder/Registrar/Board Clerk.

CLASSIFICATIONS SUPERVISED

May be assigned some lead work and work coordination responsibilities for Fiscal and Technical Specialists, Election Assistants, and support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Provides a variety of specialized support for County elections, including receipt, checking and verification of voter registration records; notifies other counties of information for adjustment of records; receives and process deletions from the voter rolls; sends and receives voter notification documents, maintaining and updating voter registration records; prepares and assembles supplies for precincts; assists with recruiting, hiring, and training precinct workers; prepares and maintains index rosters and absentee lists for voting precincts; verifies checkout and return of precinct supplies; assists with absentee applications and notification of absentee voters; assists with verifying legality and preparing provisional ballots; maintains and updates precinct maps; may have responsibility for preparation and distribution of sample ballots; receives and verifies petitions, candidate filing documents, and conflict of interest statements; provides coordination and directions, as needed, for other staff and temporary personnel assisting with elections functions; performs a variety of complex support functions for County Boards and Commissions; serves as Clerk to the Board of Supervisors and the Assessment Appeals Board, as delegated; receives, processes, and prepares a variety of documents, related to Board functions, ensuring proper posting and notification of other parties, as required; prepares minute orders, ordinances, resolutions, and other records of Board actions; distributes Board actions to originating departments; ensuring that all documents are fully executed; accepts, processes, and files applications for assessment appeals; maintains and updates historical records of Board proceedings and actions; researches historical records and laws; maintains the Department WEB site; operates and uses computer information systems; answers inquiries and provides information to the public, County staff, and other government agencies, regarding County elections

and the functions and procedures of County Boards and Commissions.
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TYPICAL PHYSICAL REQUIREMENTS

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, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment, continuous contact with other staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

Functions, policies, procedures, and requirements of the Clerk of the Board, the County Board of Supervisors, and County Elections.

Policies, laws, rules, and regulations impacting the operations, transactions, and functions of the County Board of Supervisors, other Boards and Commissions, and County Elections.

Laws, rules, regulations, and procedures governing the conduct of elections, filing of petitions, registration of voters, filing of candidate documents; and filing of conflict of interest statements.

Good public relations techniques.

Maintenance of files and information retrieval systems.

Computers and software used in office, fiscal, and administrative support work.

Modern office methods and procedures.

Correct English usage, spelling, grammar, and punctuation.

Mathematics.

WEB site maintenance.

Ability to:

Perform a wide scope of specialized technical program, services, and staff support work for the County Clerk of the Board and Election functions.

Perform work coordination and training responsibilities for temporary and other Department staff, as 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 related to functions and services of a specialized 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.

Type or use word processing software at an acceptable speed to meet production requirements.

Operate a computer and use Department software in the performance of assigned work.

Operate and use office equipment.

Efficiently organize tasks.

Maintain a high level of accuracy.

Deal tactfully and courteously with the public and other staff when explaining the functions, requirements, and policies of the specialized work area where assigned.

Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.

Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients

Ability to organize tasks and work with multiple, detailed high level of accuracy.

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DESIRABLE QUALIFICATIONS (continued)

Training and Experience:

Any combination of training and experience which would likely 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 performing financial, statistical, assessment roll, treasury support, tax collection support, child support, benefits, collections, information technology, or document processing and recording work at a level comparable to Fiscal and Technical Specialist IV with Mono County. Previous direct work experience providing substantial support for County Clerk of the Board and Election functions is highly desirable.

Special Requirements:

None

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