

- Assists with preparing and assembling supplies for precincts and receiving returned precinct supplies.
- Assists with the preparation, inventory, and maintenance of a wide variety of voting equipment and elections data.
- Assists with canvassing election results.
- Operates a wide variety of office equipment, including computers; operates and maintains specialized election information systems; confers with software and hardware vendors regarding problems and maintenance.
- Assists with oversight, and serves as back up for the Board clerk, vital statistics and recording functions.
- Assists with the department financial report and other requirements.
- Various other tasks as assigned.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Functions, policies, procedures, and requirements of the Clerk of the Board, the County Board of Supervisors, the Clerk-Recorder, 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.
- Correct English usage, spelling, grammar, and punctuation.
- Account and fiscal record keeping.

Ability to:

- Perform a wide scope of specialized technical program, services, and staff support work for the County Clerk -Recorder, 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
- Organize tasks and work with multiple, detailed high level of accuracy.

Training and Experience:

Some college education is highly desirable but not required. 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, information technology, or document processing and recording work at a level comparable to Fiscal and Technical Specialist III with Mono County. Previous direct work experience providing substantial support for County Clerk-Recorder, Clerk of the Board, and/or Election functions is highly desirable.
- The ability to perform high level administrative duties with minimal supervision in a fast paced, ever changing environment.

Special Requirements:

None

Selection Process: All applicants must submit a completed County Application. This position is open until filled; however, the first application review begins July 19, 2020.

Applications will be closely screened and reviewed for relevant experience, education, training, and accomplishments. Successful applicants will be invited to the next phase of the recruitment process, which will be an oral exam (weighted 100%). *Resumes may be submitted but will not be accepted in lieu of completing a County application and Supplemental Questionnaire.*

Supplemental Questionnaire

The question below is designed to assist you in presenting your qualifications for this position. 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.

This office is extremely fast paced requiring you to juggle multiple tasks and manage deadlines. Additionally, this position requires you to be extremely organized, detail oriented and thorough. In thinking back to past positions, please describe your qualifications as they relate to these requirements. If possible, please detail an example of when you had to demonstrate such qualities.

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