

GLENN COUNTY

**ASSISTANT CLERK - RECORDER**

**DEFINITION**

To perform a variety of specialized administrative and technical duties in supervising the day to day operations of the Clerk-Recorder / Elections offices.

**DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from the Assessor/Clerk Recorder in that the latter is a department head position responsible for management of all major functions of the department including; Assessor, Clerk, Clerk of the Board of Supervisors and Elections

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Assessor/Clerk-Recorder and directly supervises assigned clerical and technical employees.

**EXAMPLES OF DUTIES --** Duties may include, but are not limited to, the following:

Plans, organizes and supervises daily activities in the Clerk-Recorder/Elections offices.

Provides technical advice regarding elections / recording processes; interprets codes and statutes.

Reviews and analyzes new and proposed legislation; implements necessary changes. Provides and coordinates staff training in proper procedures to maintain compliance with current laws.

Determines whether documents are legally entitled to be filed/recorder in accordance with governing laws; assists the public in preparing required paperwork for filing/recording documents. Accepts for filing, scans/microfilms, indexes and proofs documents for recording.

Supervises and participates in all election activities and procedures; hires and trains pollworkers.

Interprets and operates ballot counting software as needed.

Serves as liaison to county, city, state offices which deal with elections/recording.

Assistant Clerk Recorder

Rev.- 03/12/06

Rev.- 02/11/07

Rev.- 07/01/07

Rev.- 01/13/08

M.O. #6-3/21/06

M.O. #22-2/6/07

M.O. #22-2/6/07

M.O. #22-2/6/07

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Plans, assigns, supervises and evaluates the work of assigned clerical and technical staff; provides training, advice and assistance as needed. Participates in the selection of staff; implements disciplinary action as needed.

Participates in budget preparation and administration for assigned budgets; prepares billing statements and reimbursement claims for services provided; maintains account balances; prepares payroll and salary actions; processes accounts payable and receivable.

Recommends and assists in the implementation of goals and objectives; implements policies and procedures.

Performs general secretarial and administrative duties as needed, including but not limited to composing and preparing correspondence and reports, maintaining lists and logs, maintaining computer databases and files, conducting studies, researching and compiling information and data, maintaining files, etc.

Composes, types, edits, processes, copies, files and/or transmits various documents including but not limited to correspondence, legal notices, reports, rosters, indexes, ballot receipts, tally sheets, memos, agenda items, resolutions, etc.

Oversees and ensures the continued efficiency of automated systems.

Issues a variety of licenses, permits and passports; collects appropriate fees.

Receives and responds to inquiries, correspondence and requests for assistance from citizens, department heads and various agencies.

Performs related work as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

Pertinent federal, state and county laws, rules and regulations.

Modern office procedures, methods and technology.

Methods of filing and indexing documents; principles and procedures of record keeping.

Legal terminology, forms and procedures.

Business letter writing and basic report preparation.

English usage, spelling, grammar and punctuation.

Basic arithmetic.

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Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Ability to:

Interpret and apply pertinent federal, state and local laws, rules and regulations.

Type at speeds necessary for successful job performance.

Prepare and administer assigned budgets.

Supervise, train and evaluate assigned staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience:

Four years of increasingly responsible secretarial or administrative experience, including one year of supervisory responsibility.

Training:

High school diploma or GED equivalent supplemented by specialized business or legal training.

Classification Code:	2662000
Bargaining Unit:	10
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"