



## **ASSISTANT TO THE CLERK-RECORDER**

### **DEFINITION:**

Under the direction of the Clerk-Recorder, Registrar of Voters, the Assistant to the Clerk Recorder will provide is responsible for providing supervision over programs, office obligations, and/or staff, including Election Workers, as assigned, and is involved in the ongoing planning and implementation of Clerk and Elections services.

### **ESSENTIAL JOB DUTIES:**

Duties may include, but are not limited to, the following:

**Administrative & Fiscal Duties:** Reviews materials to recreate and/or maintain fiscal processes, including but not limited to reconciliation of system data to financial reports, preparing journal entries, calculating projections, and completing financial reports; Performs research and statistical analysis on administrative, fiscal, and program projects; Monitors, researches, reviews, and analyzes federal, state, and local laws for compliance in procedure, and in implementation of programs and projects; Prepares materials for contracts, ordinances, and resolutions for implementation of programs and projects; Creates and maintains written office procedures for administrative and departmental functions; Responds to requests for information from within the County as well as from federal, state, and local agencies and the public; Prepares agreements, financial spreadsheets, correspondence, reports, responds to questionnaires and surveys; Establishes and maintains documentation and records as appropriate; Participates in special projects; Oversees a portion of the budget including the proper expenditure coding, document preparation, and other financial-related activities; Monitors budget for various units and projects; Initiates and administers grants, contracts and special projects; Performs various levels of accounting responsibilities; Organizes records within the office and prepares for retention/storage; Builds and maintains positive working relationships with co-workers, County management and staff, special interest groups, and the general public utilizing principles of effective customer service; and Performs related duties as assigned.

**Elections Department Duties:** Sets up and maintains data in the Election software; Runs, analyses and prepares reports; Processes and maintain local and state candidate materials; Assists with recruiting, training, supervising, and paying election workers; Maintains, relocates and organizes goods and equipment including those located in storage and at polling place locations throughout the County; Update and create election materials as needed, including digital files, hard copies, website materials, social media, and Press Releases; Track expenses and prepare invoices to bill elections costs and/or reimbursements based on actual expense; Maintains records for federal, state and local office contests, education/school and special districts, and assist with all contests and candidates before, during and after each election; and Performs related duties as assigned.

**Clerk-Recorder Department Duties:** Compiles data for various State and federal reporting requirements; Monitors, reconciles, and disperses funds from trust accounts; Audits fees and taxes imposed and the distribution of funds based on statutory codes; Prepares records for archived storage; Files and maintains disclosure statements and FPPC regulation forms for all agencies overseen by Department; Performs customer service to the public; On occasion performs backup duties to the assignments of other office staff in the department; and Performs related duties as assigned.

## **EMPLOYMENT STANDARDS**

**Education/Experience:** Equivalent to graduation from a four-year college or university with major coursework in business, administration, management, accounting, or closely related field with knowledge and understanding of governmental administration being highly desirable; OR five years of experience performing a broad range of professional analytical and/or administrative duties in the areas of general administration, fiscal, or program analysis work. Supervisory experience working in a governmental agency is preferred.

**Knowledge of:** Principles and practices of business administration; Principles of budget and program management; Governmental functions and organization; Principles and practices of supervision and leadership; Departmental program goals, requirements, and operations; Budget preparation and control, accounting principles, and elementary statistical methods; Methods and procedures of governmental budget preparation and control; Laws, rules, and regulations governing assigned departmental areas.

**Ability to:** Implement strong organizational and time management skills to cover multiple simultaneous projects; Perform detailed analysis and administrative work involving the use of independent judgment and personal initiative; Create and maintain Excel spreadsheets complex formulas and features; Understand, interpret, research, and apply laws rules, and regulations; Plan, assign, monitor, and supervise the work of others; Create written procedures; Participate and benefit from supervision and opportunities for growth and development; Produce documentation using various departmental programs; Stand, walk, twist, and lift and carry 25 pounds; Climb and descend stairs, drive a motor vehicle during any time of day/evening; and Establish and maintain cooperative working relationships with community groups, co-workers and the general public.

## **SPECIAL REQUIREMENTS:**

You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Your position may be required to serve as a Disaster Service Worker during a County emergency. You must be a registered voter in California. Lift/Carry hardware up to 25lbs. You must be available to work nights and weekends as needed.