

INYO COUNTY  
PERSONNEL SERVICES  
P. O. Box 249  
INDEPENDENCE, CA 93526



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AN EQUAL OPPORTUNITY EMPLOYER  
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

**Inyo County Clerk/Recorder/Registrar of Voter**

**Application Deadline: OPEN UNTIL FILLED -first review in 30 days**

**THIS POSITION IS TO FILL A VACANT ELECTED TERM ENDING AT NOON ON JANUARY 2, 2023.**

**DEPARTMENT:** Clerk Recorder  
**LOCATION:** Countywide  
**SALARY:** \$9832.00 Monthly Salary (Annually \$117,981)

**\*\*BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013,(2% at 55) –Inyo County pays employee contribution for current CalPERS members; new CalPERS members hired after January 1, 2013(2% at 62) will be required to pay employee portion of retirement. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee.

**JOB DUTIES:** Direct daily operation of County Clerk/Recorder/Elections office. Sets up and conducts local and state-wide elections; updates and files election related documents; compiles data for various state reporting requirements; recruits and assigns polling place workers; consolidates precincts for particular elections; verifies petition signatures; installs systems and software upgrades; updates voter registration index; sets up absentee voter system and issues ballots; develops and updates *Candidates Guide*; develops and updates instructions for polling place workers; interprets legal codes; files documents as required by the Political Reform Act; issues marriage licenses; files fictitious business names statements and maintains index; files surety bonds; files, logs, posts environmental documents and sends monthly report to State; files notary oaths and sends to State; provides copies of public documents as needed; copies, searches vital records as needed; reviews, records legal and land transaction documents as needed; balances Clerks trust accounts and submits reports to State; files disclosure statements; enters purchase requisitions, approvals and receiving reports on county computer system.

**QUALIFICATIONS:** The candidate must be a registered voter and resident of the county at the time of the appointment (and while serving in this position).

**This is to fill a recently vacated elected county office for the unexpired remainder of the current term (ending at noon on January 2, 2023). There will be a general election in 2022 to fill the office for the next (four-year) term, in which the individual appointed to fill the current vacancy could run as an incumbent candidate (assuming they file the appropriate paperwork).**

**SELECTION:** Selection procedures may include a panel review of resumes and letters of interest. Oral interviews will be held in open session with the Board of Supervisors.

**PROCESS: Please submit a letter of interest and a resume to the Inyo County Personnel Office, P.O. Box 249, Independence CA 93526 or email to [personnel@inyocounty.us](mailto:personnel@inyocounty.us).**