

County of Santa Cruz

INVITES YOU TO APPLY FOR:



ASSISTANT COUNTY CLERK

Supplemental Questionnaire Required

Open and Promotional

Job # 23-BR8-01

Salary: \$9,549– 12,797 / Month

Closing Date: Friday, May 5, 2023

THE JOB: Under general direction, assists the County Clerk, to plan and direct all activities associated with conducting state, federal, local, and special district elections at multiple locations; to plan and direct the delivery of Clerk Services at multiple locations including special events, and to maintain and secure official documents and records consistent with state and federal mandates. Acts for the County Clerk in their absence. Perform other duties as required. **The list established will be used to fill the current vacancy and it may be used to fill other vacancies during the life of the eligible list.**

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

Equivalent to completion of four years of college credits plus four years of increasingly responsible experience which will provide knowledge and abilities listed above. Two of the four years must have been in an administrative leadership capacity.

OR

The equivalent of two years of college credits plus six years' experience in a managerial role or an administrative, or supervisory position in a County department that conducts elections or in the State of California Elections Division of the Secretary of State's Office.

Special Requirements/Conditions: Possession of a valid California Class C Driver License and suitable transportation. Incumbent must be able to work long hours, nights, and weekends as needed to meet operational demands.



Knowledge: Thorough knowledge of California Election and Government Codes, current practices and procedures and the evolving policy and legal framework that mandates voter registration, elections, referenda, initiatives, recalls, candidate filing, campaign finance, and conflict of interest disclosures; principles and application of automated data systems for the management of election activities related to registration, ballot development, and vote count; practices and procedures for issuing licenses, fictitious business statements, professional registrations and administering oaths; and principles of local government budgeting and fiscal controls, database and spreadsheet creation, and basic accounting procedures. Working knowledge of principles and practices of supervision, evaluation, training, and general personnel knowledge, including organizational controls; accepted modern office practices in document processing, management, digitizing, filing, and mailing; and principles of diversity, equity, inclusion, and leadership.

Ability to: Analyze and interpret complex federal, state, and local government regulations, court decisions and directives that govern the work of the County Clerk/Elections Department and explain them to subordinate employees, extra help employees, volunteers, candidates, and the public; plan, and set work priorities, develop and track workplans to meet critical deadlines and follow up on assignments with minimal direction; analyze problems encountered in areas of responsibility, evaluate alternatives, and make sound recommendations; plan, organize, assign, supervise, and review the work of subordinate staff; plan for, recruit, train and deploy extra help employees during peak workload; exercise initiative, ingenuity, and sound judgement to solve difficult administrative and personnel problems; maintain detailed records and prepare concise administrative and technical reports; develop and maintain effective working relationships with elected officials, the public, staff, and personnel of other agencies; evaluate and develop improvements for the effective and efficient delivery of internal and external customer services; communicate clearly and concisely, both orally and in writing; and process a variety of legal forms and documents in accordance with strict requirements.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

ASSISTANT COUNTY CLERK - SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in responses must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your experience in each of the following areas:
 - a. Local, county, state, and federal Elections: How long you've worked in this environment, include a list of the elections worked, your role in the most recent election, as well as a brief list of the step-by-step tasks you believe are required to be undertaken once an election is called through its certification.

 - b. County Clerk Services: Including, but not limited to issuing and filing marriage licenses, performing weddings, filing fictitious business names, processing passport applications, filing professional registrations, and/or administering oaths.

2. Describe your management experience demonstrating your ability to plan, organize, direct, and evaluate the work of staff under your supervision. In your response, include the number of staff you supervised or teams that you led, their job titles and responsibilities, the scope of your responsibility and your placement in hierarchy of the organizations for which you had management and supervising responsibilities.

3. Describe your experience with interpreting and enforcing County, State and Federal laws, codes, ordinances, regulations, and procedures.

EMPLOYEE BENEFITS:

VACATION - 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

ADMINISTRATIVE LEAVE - One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS - 14 paid holidays per year.

SICK LEAVE - Six days per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - The County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT AND SOCIAL SECURITY- Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - - County paid \$50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN - Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

DEPENDENT-CARE PLAN - Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) - Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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