

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: ASSESSOR/CLERK/RECORDER
DEPARTMENT: ASSESSOR/CLERK/RECORDER
REPORTS TO: ELECTED OFFICIAL

CLASS CODE: 0034
FLSA STATUS: E
DATE: 01/00

JOB SUMMARY AND DISTINGUISHING FEATURES:

Elected official responsible for directing all staff and department functions, including long and short range planning, budget development and staff management. Areas of responsibility include: County Clerk=s Office, Recorder=s Office, Assessor=s Office, Elections Office and Micrographics Division. Examples of department functions include property tax assessment, issuance of marriage licenses, certified copies of vital records, filing and recording of a variety of public and confidential records, etc.) and maintaining County records in the capacity of the official custodian for same.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Manages all divisions of the department which are responsible for performing various functions, including, but not limited to: registering voters and conducting elections; issuing marriage licenses; filing various notices; recording, indexing and maintaining legal documents; and valuing taxable property.

Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Plans long-range goals, objectives, organizational structure, and overall direction for the department.

Plans and implements short-term or annual goals, objectives, and strategies for the department, project or program to ensure efficient organization and completion of work.

Prepares the department budget and plans, allocates, and monitors time, people, equipment, and other resources for the organization to ensure efficient organization and completion of work.

Develops, communicates, and monitors policies, procedures, and standards for the department; recommends improvement when necessary.

Plans, coordinates, assigns, and monitors performance and coaches, counsels, mentors, trains, and advises employees in department for the dual goals of meeting department goals and employee career development.

Conducts regular staff meetings to review progress, accomplishments, budgets, strategies, and plans for the department. Collaborates, persuades, and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.

Ensures quality standards and compliance with regulations are maintained.

Monitors productivity/work flow and resolves problems to ensure deadlines are met.

Signs official and other documents to approve or ensure information adequacy, accuracy, and legitimacy.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Monitors current, newly adopted, and proposed legislation; suggests changes in legislation; lobbies for legislation and represents the organization as an expert witness as requested.

Represents the organization at various functions such as making speeches at civic and business associations, meeting with influential persons within the community, developers, officials, citizens, and representatives of the press, to establish good will and resolve/respond to issues.

Secures, justifies, and monitors use of budgetary monies and capital.

Manages all department/unit financial operations. Receives, reviews and processes all finan transactions, ensuring accuracy and adherence to policy and applies approval.

Coordinates department/unit information systems projects/needs, makes arrangements for system or software installation or upgrades and/or performs or schedules related training for staff members.

Formats and types letters, memos, charts, labels, reports, or other correspondence on a word processor or typewriter and proofs correspondence and related documents of staff.

Prepares complex, routine and non-routine reports (including annual reports) as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; relays and interprets administrative decision, policies and instructions.

Interacts with a variety of high level individuals, both internally and within the community to provide information, disseminate departmental information and assist in resolving administrative issues.

Enters and retrieves a variety of complex information from a computer terminal.

Disseminates a variety of information and/or reports to various agencies, division, or departments via telephone, mail, email or fax.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal

Typewriter

General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Elected Official

High school diploma or GED.

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Appraisal Certificate

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Administrative principles and practices, including goal setting and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Applicable state, federal and local ordinances, laws, rules and regulations.

Methods and techniques of research, statistical analysis and report presentation.

All computer applications and hardware related to performance of the essential functions of the job.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies and procedures.

General accounting processes and procedures.

County government organization and operations.

External governmental bodies and agencies related to area of assignment.

Standard business arithmetic, including percentages and decimals.

Budget development and management.

Human Resources policies and practices.

Record keeping, report preparation, filing methods and records management techniques.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence and other written materials.

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Using a VDT to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, and paging systems.

Mental and Physical Abilities:

Ability to read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to establish and maintain effective working relationships with others.

Ability to draft and type correspondence.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to adhere to strict deadlines.

Ability to deal with problems involving several concrete variables in standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 20 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.