

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	ASSISTANT CLERK/RECORDER
DEPARTMENT:	ASSESSOR/CLERK/RECORDER
REPORTS TO:	ASSESSOR/CLERK/RECORDER

CLASS CODE: 0083
FLSA STATUS: E
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Assists the elected official in managing all staff and department functions, including long and short range planning, budget development and staff management. Areas of responsibility include: County Clerk=s Office and Recorder=s Office. Examples of department functions include: issuance of marriage licenses, issuance of certified copies of vital records, filing and recording of a variety of public and confidential records and maintaining official public records for public access.

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

Assists in managing the County Clerk, Recorder and Micrographics Divisions of the department which are responsible for performing various functions, including, but not limited to: registering voters; issuing marriage licenses; filing various notices; and recording, indexing and maintaining legal documents.

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; making recommendations for salary increases; rewarding and disciplining employees; addressing complaints and resolving problems.

Assists in managing all department/unit financial operations. Receives, reviews and processes all financial records and 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.

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

Oversees the maintenance of office inventory, supplies, etc.

Monitors current, newly adopted, and proposed legislation and educates staff on same.

Prepares complex, routine and non-routine reports (including annual reports) as requested utilizing a variety of software; receives, sorts, and summarizes statistics and materials for the preparation of reports; and prepares work reports.

Researches codes, regulations and laws that may affect the department.

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

Assists in planning long-range goals, objectives, organizational structure, and overall direction for the department.

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.

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.

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, divisions, 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
Microfiche Reader and Printer

Typewriter

General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED. Associate=s degree or equivalent from a two-year college is preferred; and

Three to four years of progressively responsible experience performing administrative and office duties such as managing staff, etc., overseeing financial functions; or,

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:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Administrative principles and practices including goal-setting and implementation.

Administration of staff and activities.

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.

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 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.

file: asstclkr.03812

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.