



**TITLE: CLERK/ELECTIONS SPECIALIST I/II/III**

**FLSA: Non-Exempt**

**BOARD APPROVED:**

**BARGAINING UNIT: Misc.**

---

## **DEFINITION**

Under direct or general supervision, provides a variety of specialized clerical support activities to the County Clerk and Recorder, Clerk of the Board of Supervisors, and Elections offices. All classifications in this series provide assistance to the public and perform specialized clerical support activities in assigned area.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from assigned supervisory or management personnel. No direct supervision of staff is exercised.

## **CLASS CHARACTERISTICS**

Positions in this classification series are flexibly staffed. This is a multi-level professional classification series in which incumbents may be assigned to either of the three (3) levels, depending upon experience, proficiency gained, and the complexity of assigned functions. An incumbent may be promoted when work knowledge has been developed, sound work habits demonstrated, and requirements have been met.

Clerk/Elections Specialist I: This is the entry-level class in the Clerk/Elections Specialist series. Initially under close supervision, responsibilities include answering the phones, assisting staff in all aspects of general office operation. This class is alternately staffed with the Clerk/Elections Specialist II and Clerk/Elections Specialist III and incumbents may advance to the higher-level class after gaining the knowledge, skills, and experience that meet the qualifications for and by demonstrating the ability to perform the work of the higher-level class.

Clerk/Elections Specialist II: This is the journey-level class in the Clerk/Elections Specialist series. Incumbents perform a variety of clerical work, including coordinating assigned projects, providing general information to the public, and other clerical support work. It is distinguished from the Clerk/Elections Specialist III level in that the latter performs responsible and specialized support duties and may provide work direction to less experienced staff.

Clerk/Elections Specialist III: This is the advanced journey-level class in the Clerk/Elections Specialist series. Incumbents perform a variety of specialized and confidential clerical work for an assigned County department, including coordinating assigned programs and projects and providing general information to the public. Incumbents may provide guidance and

training to lower-level classifications. This classification is distinguished from the Clerk/Elections Analyst by the latter's responsibility for work involving more complex assignments involving conceptual understanding and analytical application of professional principles, methods, and practices.

## **EXAMPLES OF ESSENTIAL FUNCTIONS (ILLUSTRATIVE ONLY)**

### **Clerk of the Board Office**

#### **Clerk/Elections Specialist I:**

- Reviews documents to be placed on the Board agenda for accuracy and completeness; identifies the types of actions required; classifies the business to be transacted by category and determines the proper placement of items on the agenda.
- Records, transcribes, and distributes official minutes of Board, commission, and committee meetings.
- Establishes, maintains, and updates various files, calendars, and schedules, including following-up on matters with critical time deadlines.
- Answers inquiries pertaining to Board meetings, activities and procedures on the telephone or in person.
- Routes Minute Orders, Resolutions, Ordinances or other information resulting from board and commission actions to concerned individuals, departments, agencies, commissions and other branches of government.
- Prepares material for permanent recordkeeping system by titling the material and cross-file references to facilitate later research and ensures that all material related to a particular subject can be easily located.
- Establishes, maintains, and updates various files, calendars, and schedules, including following-up on matters with critical time deadlines.
- Assists Recorder and Elections as directed.
- Performs other duties as assigned.

#### **Clerk/Elections Specialist II (in addition to the above):**

- Provides assistance and direction to County departments on the development and preparation of more difficult and/or complex agenda items and supporting documentation.
- Liaises with County Administration for Board agenda review.
- Reviews and processes a variety of Board documents such as contracts, contract change orders, notices of completion, and legal notification of meetings or public hearings.
- Assists in developing and updating reference manuals for the Clerk of the Board Specialists.

#### **Clerk/Elections Specialist III (in addition to the above):**

- Composes correspondence independently or from brief notes, which may require interpretation of policies, procedures, and regulations.
- Provides technical assistance to department staff and County staff regarding Board of Supervisors and Clerk of the Board software, including training new clerks in other departments.
- Under general supervision, may perform tasks in either Elections or Recorder office.
- Maintains up to date reference manuals for Clerk/Elections Specialists I/II.

---

## **Recorder Office**

### Clerk/Elections Specialist I:

- Examines various documents for sufficiency, completeness and adherence to federal, state and local statutes and regulations.
- Enters information into an automated system for the official record index.
- Provides information to the public regarding the requirements of recordation of legal documents, fees and taxes.
- Reconciles and maintains records of charges, fees and other monies received and refunded; deposits funds received.
- Creates archival images and copies.
- Issues and registers marriage licenses; conducts civil marriage ceremonies.
- Files fictitious business name statements, notary oaths and bonds.
- Issues certified copies of vital records and index vital records.
- Assists Clerk of the Board and Elections as directed.
- Performs other duties as assigned.

### Clerk/Elections Specialist II (in addition to the above):

- Registers process servers and professional photocopiers and issues identification cards, recording and indexing legal documents
- Examines more complex documents for sufficiency, completeness and adherence to federal, state and local statutes and regulations and ordinances.
- Certifies and copies vital records, maps and other documents.
- Explains the application codes, statutes and regulations specifying actions to be taken as a result of information provided; explains complex laws, codes, regulations, procedures and policies regarding clerk filing requirements.
- Validates official record index accuracy; amends and updates databases as required.
- Updates and transmits official records on computerized systems on a daily basis.
- Assists in training new staff and staff assigned to Clerk of the Board and Elections.
- Registers Birth and Death certificates with the State of California.
- Assists in developing and updating reference manuals for the Clerk/Elections Specialists I/II.

### Clerk/Elections Specialist III (in addition to the above):

- Drafts independent and non-routine correspondence, communications and reports, answers public questions regarding recording requirements.
- Implements and oversees the records maintenance functions; directs retention of public records pursuant to approved retention schedules; preserves historical records; converts files to electronic format.
- Under general supervision, may perform tasks in either Elections or Clerk of the Board office.
- Maintains current reference manuals for Recorder Specialists.

## **Elections Office**

### Clerk/Elections Specialist I:

- Issues, accepts, processes, files and purges affidavits of registration; enters information into an automated system for voter registration maintenance.

- Issues nomination papers for public office.
- Performs general cashiering duties.
- Serves as a passport acceptance agent, executing applications and preparing transmittals.
- Processes requests for absentee ballots.
- Tracks and distributes paper registrations.
- Coordinates and schedules precinct poll workers and polling locations.
- Searches office files and records to obtain information for the public; provides copies of election related materials as appropriate.
- Assists Clerk of the Board and Recorder as directed.
- Performs other duties as assigned.

Clerk/Elections Specialist II (in addition to the above):

- Submits monthly and quarterly report to Secretary of State related to voter registration and postage reimbursement.
- Reviews and responds to voter file requests, generates and emails reports as requested during election.
- Issues, receives, reviews and files nomination papers for public office.
- Identifies and logs issues with Master Street Index.
- Provides information to the public in person, on the phone and in writing on a variety of matters including voter registration, the initiative and recall process, election results, and requirements of the Fair Political Practices Act.
- Assists in developing and updating reference manuals for the Clerk/Election Specialists I/II.

Clerk/Elections Specialist III (in addition to the above):

- Assists with Poll Worker training and acts as the main point of contact. Resolves routine issues presented by poll workers.
- Provides verbal and written explanations of complex laws, codes, regulations, procedures and policies to the public, other County departments, government agencies, legal advisors, special districts, candidates and businesses regarding elections.
- Reviews and updates Master Street Index for accuracy and consistency.
- Leads polling site and ADA inspections.
- Maintains current reference manuals for Elections Specialists.
- Under general supervision perform tasks in either Clerk of the Board or Recorder.

**QUALIFICATIONS**

**Knowledge of:**

- Applicable Federal, State, County, Department, and Division laws, regulations, codes, policies, and procedures
- Principles and practices of data collection and report preparation
- Record keeping principles and procedures
- English usage, spelling, vocabulary, grammar, and punctuation
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work

**Ability to:**

- Interpret, apply, and explain policies and procedures using independent judgment

- Compose correspondence and reports independently or from brief instructions; maintain records and databases
- Make accurate arithmetic, financial, and statistical computations
- Perform responsible clerical support work with accuracy, speed, and minimal supervision
- React calmly and professionally in emergency, emotional and/or stressful situations
- Learn and understand the organization and operation of the County and of outside agencies as necessary to assume assigned responsibilities
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines
- Organize, maintain, and update office database and records systems
- Schedule and coordinate projects; set priorities; adapt to changing priorities; meet critical time deadlines
- Operate modern office equipment and software applications
- Use English effectively to communicate verbally and in writing
- Establish and maintain effective working relationships with those contacted on the job.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Clerk/Elections Specialist I/II/III:

- Equivalent to the completion of the twelfth (12th) grade.

Clerk/Elections Specialist I:

- One (1) year of administrative support with public contact. Experience in a government agency desired.

Clerk/Elections Specialist II:

- Two (2) years of administrative support experience including the equivalent of one (1) year as a Clerk/Elections Specialist I with the County of Tehama.

Clerk/Elections Specialist III:

- Four (4) years of increasingly responsible administrative support experience including the equivalent of two (2) years as a Clerk/Elections Specialist II with the County of Tehama.

Other combinations of education and experience may be considered.

**License and Special Requirements:**

- A valid Class C California driver's license or alternative form of transportation may be required for some positions at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer

---

keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

### **WORKING CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may be exposed to dust, scents and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT  
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**