



TITLE: CLERK/ELECTIONS ANALYST

FLSA: Non-Exempt

BOARD APPROVED:

BARGAINING UNIT: Misc.

DEFINITION

Under direction of the Clerk & Recorder or designee, administers special projects or programs in the County Clerk and Recorder, Clerk of the Board of Supervisors, and Elections office.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Clerk & Recorder, Assistant Clerk & Recorder, or Election Manager. No direct supervision of staff is exercised. May provide technical direction to lower-level staff. No full-time staff to supervise.

CLASS CHARACTERISTICS

This is a single level classification within the Clerk & Recorder, Clerk of the Board and Elections office. Incumbents in this position are fully competent to independently perform a full range of complex and detailed office support across more than one department. Incumbents at this level are expected to perform day-to-day work with minimal supervision and apply sound judgement in adhering to codes and requirements applicable to the department assigned.

This class is distinguished from the Clerk/Elections Specialist III in that a Clerk/Elections Analyst is assigned more complex tasks and projects, has advanced knowledge and experience in the field and provides lead direction to lower-level staff as necessary.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Provides lead direction and training to staff performing Clerk/Elections Specialist I/II/III duties.
- Provides technical assistance to department staff and County staff regarding departmental software, including training employees in other departments.
- 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 department functions.
- 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.

- Researches, compiles, and analyzes information; prepares specialized analytical reports relating to core functions of the department assigned.
- Assists department in identifying problems and offering solutions.
- Develops, verifies, and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Coordinates the completion of one or more departmental processes with little to no supervision.
- Organizes and maintains various administrative, reference, imaging, and follow-up files; purges files as required.
- Contacts appropriate personnel and vendors to resolve system problems as needed and recommends system changes as necessary to management.
- Provides lead direction and training; organizes work and monitors workflow; sets priorities and follows up to ensure coordination and completion of assigned work; instructs staff in work procedures.
- Conducts and follows through on a variety of special projects, which may involve research, summarization of information and recommendations and direction to staff on a project basis.
- Assists in the development and implementation of new laws and regulations applicable to Department processes.
- Develops reference manuals and assists in creation of training plans for Clerk/Elections Specialists I/II/III in assigned departments.
- Performs related work as required.

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
- Identify, define and analyze problems and assist in developing solutions
- 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 perform 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 deadlines
- Organize, maintain, and update office database and records systems

- Maintain high personal standards of ethics and integrity
- Make sound, educated decisions with limited supervision
- Assemble and analyze information and prepare written reports and records in a clear and concise manner
- 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:

- Equivalent to the completion of the twelfth (12th) grade.
- Graduation from an accredited college or university with an Associate's degree is desired.
- Five (5) years of experience in a fast paced administrative or executive office environment, including three (3) years equivalent to a Clerk/Elections Specialist III with Tehama County, Public Administration experience preferred.
- 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 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**

