



# COUNTY OF LOS ANGELES

REGISTRAR-RECORDER/ COUNTY CLERK  
**OPEN COMPETITIVE JOB OPPORTUNITY**

Bulletin No. 04-08

Posting Date: July 10, 2008

## **JOB TITLE: DIVISION MANAGER, REGISTRAR-RECORDER/COUNTY CLERK**

**EXAM NUMBER** E1122F

**FILING DATES** July 11, 2008 - July 25, 2008

**SALARY** \$7,490.38 - \$11,337.30 **MONTHLY**

MAPP (Range S11) - This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). Placement within the range will commensurate with candidate's qualifications and current salary.

**BENEFITS Non-represented Employees**

Megaflex Cafeteria Benefit Plan  
Defined Contribution Retirement Plan  
Deferred Compensation & Thrift Plan (457)  
Savings Plan (401k)  
11 Paid Holidays  
Non-Elective Days  
Flexible Work Schedules

Positions allocable to this class are distinguished by their responsibility for assisting in the administration of the Department of Registrar-Recorder/County Clerk with particular responsibility for directing a major organizational segment of the department. These segments are concerned with such activities as: the preparation, maintenance and control of the annual budget; the planning, installation, and maintenance of accounting records, controls, and reporting systems; contract administration; revenue development analysis; work measurement; policy and procedure manual preparation and execution; and the analysis, design, implementation, and maintenance of information technology (IT) systems such as voter records, election and precincting, and records and management including the related functions of polling processes, development of precincting maps, and indexing of recordable documents.

**EXAMPLES OF DUTIES:**

Plans, organizes, directs and evaluates the work of the division through subordinate supervisory positions.

Establishes policies and procedures to ensure the effective and efficient operation of the division.

Directs the departmental budget, fiscal, accounting, and contract administration operations including the preparation and maintenance of required records and reports.

Directs the development, implementation, and conduct of revenue development studies relating to departmental services; analyzes and recommends rates, billing and collection procedures for such services.

Directs the planning, organization, and conduct of studies of departmental policies, programs and procedures including the preparation and publication of policies and procedures manual; directs the conduct of departmental work measurement studies and the installation of improved methods for accomplishing work.

Directs the planning, preparation and execution of all election scheduling and publications, tally center operations, sheriff support operations, and press and public relations.

Directs internal IT feasibility studies for the department's election and administrative operations and participates in joint feasibility studies with outside systems vendors.

Directs the development of systems requirements for IT applications which relate to the functions of the Registrar-Recorder/County Clerk; represents the department on IT policy and steering committees and assists in defining long-range processing systems requirements for the department.

Maintains departmental liaison with the Internal Services Department on matters requiring daily attention such as scheduling work and assuming the quality control of input and output.

Participates in developing new or improved concepts and procedures for the most effective use of IT equipment and techniques to improve the efficiency of departmental functions.

Directs IT staff in the completion of tasks for the identification of user needs, requirements definition, design, programming, and implementation; directs the programming and implementation of modifications to existing departmental systems.

Directs other departmental programs including the construction of precinct lines according to size of voter group and jurisdictional lines and the maintenance of the precinct system; the recruitment of precinct workers and the locating of polling places for elections, and the resolution of problems that may arise; the indexing and recordation into computer files of legal documents accepted for recordation in compliance with laws.

Directs departmental support services functions including space and facilities management, security and custodial services, procurement and supply operations, and mail services.

**SELECTION REQUIREMENTS:**

Four years of experience in a highly responsible and complex administrative or staff capacity analyzing and making recommendations for the solution of problems of organization, procedure, program, budget, or accounting, two (2) years of which must have been in a supervisory capacity at the level of Los Angeles County's class of Administrative Services Manager II \*.

**Physical Class:** 2 - Light:

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**Licenses:** A valid California Class C Driver License may be required.

**Special Requirement Information:** \*In the County of Los Angeles, Administrative Services Manager II supervises a central staff unit providing budget, personnel, or other administrative services.

\*\*Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or Association of International Credential Evaluators, Inc.

In order to receive credit for any college course work, or any type of college degree, such as Bachelor, or Master degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application.

**DESIRABLE QUALIFICATIONS:**

Graduation from an accredited\*\* college or university with a Bachelor's degree.  
Demonstrated leadership skills and abilities to develop and manage large complex programs and projects and provide strategic direction.  
Demonstrated experience communicating and interacting with individuals at various levels within and outside of an organization related to election operations, recorder services and administrative services.

Demonstrated experience implementing management directed changes as evidenced by the use of innovative approaches to meet organizational goals and objectives and evaluate accomplishments.

**EXAMINATION CONTENT:**

Part I: An evaluation of education and experience based on the information you submitted on your County of Los Angeles Employment Application and Supplemental Information Form weighted 40%. Candidates must receive a minimum score of 70% or higher in order to proceed to Part II.

Part II: An Interview covering education, experience, personal fitness and general ability to perform the duties of the position weighted 60%. Candidates must receive a passing score of 70% or higher on both parts of the examination in order to be placed on the eligible list.

**SUPPLEMENTAL INFORMATION:**

Additional Information may be found at:  
<http://easier.co.la.ca.us/jobs/Supplemental/E1122F.doc>

**\*\*\* IMPORTANT INFORMATION \*\*\***

**APPLICATION INFORMATION:**

All applicants are required to submit a Standard Los Angeles County Employment Application and Supplemental Information Form. You have the option of filing your Standard Los Angeles County Employment Application either online (via electronic submission) -OR- via hard copy submission. **PLEASE SELECT ONLY ONE METHOD TO FILE YOUR APPLICATION.**

**Instructions for Filing Online:** The Standard Los Angeles County Employment Application and Supplemental Information Form for this examination will be accepted beginning Friday, July 11, 2008 until Friday, July 25, 2008. Applications electronically received after 5:00 p.m., PST, on the last day of filing will not be accepted. **TO APPLY ONLINE, CLICK THE LINK BELOW THE FILING ADDRESS.**

**Instructions for Hard Copy Submission:** A Standard Los Angeles County Employment Application and Supplemental Information Form for this position will be accepted on business days only between 8:00 a.m. and 5:00 p.m., beginning Friday, July 11, 2008 until Friday, July 25, 2008. A Standard Los Angeles County Employment Application and Supplemental Information Form can be found at:  
<http://easier.co.la.ca.us/JobInfo/empapp.pdf>.

**Applicants, who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (562) 462-1373 within five (5) business days of filing Online. Please include your Name, the Exam Number and Exam Title on faxed documents.**

The acceptance of your application depends on whether you have clearly shown that you meet the **SELECTION REQUIREMENTS**. Fill out the application completely and correctly to receive full credit for any related education, training, and job experience you include. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. If your application is incomplete, it may be rejected at any stage of the selection process. All information and records are subject to verification.

**Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:**

Human Resources Division  
12400 Imperial Hwy., Room 2204  
Norwalk, CA 90650

Registrar-Recorder/ County Clerk: Address: 12400 Imperial Highway, Room 2204, Norwalk, CA 90650  
24-Hour Job Line: (800)970-LIST; TTY Phone: (800) 735-2922

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER  
(562) 462-2285

On-Line Filing: To file On-Line,  
[https://easier.co.la.ca.us/easier/Applicant/applicant\\_logon.cfm?exid=1250](https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=1250).