



**COUNTY OF LOS ANGELES**  
REGISTRAR-RECORDER/ COUNTY CLERK  
**OPEN COMPETITIVE JOB OPPORTUNITY**

Bulletin No. 03-08

Posting Date: July 10, 2008

**JOB TITLE: ELECTION/RECORDER SERVICES SUPERVISOR**

**EXAM NUMBER** E1203I

**FILING DATES** July 11, 2008 until needs are met

**SALARY** \$3,065.36 - \$4,116.55 **MONTHLY**  
\$3,155.91 - \$4,239.82 **MONTHLY** Effective January 1, 2009

**BENEFITS Represented Employees**

Cafeteria Benefit Plan  
Defined Contribution Retirement Plan  
Deferred Compensation & Thrift Plan  
11 Paid Holidays  
Generous Vacation and Sick Leave Benefits  
Flexible Work Schedules

**POSITION INFORMATION:**

Positions allocable to this class report to a Head, Election and Document Processing Services or higher-level supervisor and are distinguished by their responsibility for supervising the activities of employees engaged in performing election or recorder services within an election unit or recorder office. Incumbents must demonstrate knowledge of the principles of supervision, State, Federal, and County laws, policies, procedures, and operations concerning elections or recorder services and related activities including interpreting such laws and policies in complex and difficult situations. Incumbents must be able to apply such knowledge based on diversified experiences in several areas of the election or recorder services process.

**ESSENTIAL JOB FUNCTIONS:**

Provides on-the-job instructions to permanent and temporary employees, reviews their performance, and enforces departmental rules.

Selects employees for specific assignments or reassigns them according to workload.

Interviews prospective employees and makes recommendations concerning their employment.

Provides resolution to matters regarding public-relations.

***Election Services:***

Oversees the maintenance of the permanent original and duplicate files of voter registration affidavits and the preparation of precinct books before each election.

Oversees the recruitment and assignment of Deputy Registrars for registering voters and the absentee voting operation.

Oversees the reapportionment of election boundary lines in relation to voter group and jurisdiction including the maintenance of the precinct system.

Oversees the recruitment of precinct workers and polling places for elections, and provides problem resolutions.

Oversees the preparation and services of election operations related to planning, information, and campaign finance disclosures.

Prepares letters and reports related to the election activities supervised.

#### *Recorder Services:*

Oversees the examining and/or processing of legal documents to determine acceptability for recordation services of public records.

Oversees the recordation services relative to vital records or other official documents.

Oversees the collection and reporting of financial transactions and sends records and collections via armored vehicle service to headquarters.

Provides information to the public; resolves issues related to record and document recordings at headquarters and district offices.

Prepares letters and reports related to the recordation activities supervised.

#### **SELECTION REQUIREMENTS:**

Four years of office clerical experience, one (1) year of which must have been at the level of Supervising Clerk in election or recorder services.

#### **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 or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Special Requirement Information:** \*In the County of Los Angeles experience at the level of Supervising Clerk means supervises, for a substantial portion of his time, general and specialized office clerical work.

#### **DESIRABLE QUALIFICATIONS:**

- Experience handling cash disbursements and maintaining cash controls and cash records.
- Experience interacting with the public.
- Excellent customer service skills.
- Experience utilizing MS Office (Word, Excel and Access) software or other computer applications.

#### **EXAMINATION CONTENT:**

**Part I:** An evaluation of training and experience based on the information submitted on your County of Los Angeles Employment Application and Supplemental Information Form weighted 60%.

**Part II:** An Interview covering, training, experience personal fitness and general ability to perform the duties of the position weighted 40%.

Only those candidates who achieve a passing score of 70% or higher on each weighted part of the examination will be placed on the eligible register.

**SUPPLEMENTAL INFORMATION:**

Additional Information may be found at:

<http://easier.co.la.ca.us/jobs/Supplemental/E1203I.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. 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 County Employment Application and Supplemental 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. A Standard County Employment Application and Supplemental 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**

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

**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:**

Registrar-Recorder/County Clerk  
Human Resources Division, Room #2204  
12400 Imperial Highway  
Norwalk, CA 90650

(562) 462-2285

On-Line Filing: To file On-Line,

[https://easier.co.la.ca.us/easier/Applicant/applicant\\_logon.cfm?exid=1248](https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=1248).