



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



Bulletin No. 05-08

Posting Date: July 10, 2008

<b>JOB TITLE</b>	<b><u>HEAD, ELECTION AND DOCUMENT PROCESSING SERVICES</u></b>
<b>EXAM NUMBER</b>	E1205J
<b>FILING DATES</b>	July 11, 2008 until needs are met
<b>SALARY</b>	\$4,016.64 - \$5,412.45 <b>MONTHLY</b> \$4,136.91 - \$5,574.64 <b>MONTHLY</b> Effective January 1, 2009
<b>BENEFITS</b>	<b>Represented Employees</b>
<b>POSITION INFORMATION</b>	<ul style="list-style-type: none"> <li>● Cafeteria Benefit Plan</li> <li>● Defined Contribution Retirement Plan</li> <li>● Deferred Compensation &amp; Thrift Plan</li> <li>● 11 Paid Holidays</li> <li>● Generous Vacation and Sick Leave Benefits</li> <li>● Flexible Work Schedules</li> </ul> <p>Positions allocable to this class report to a Division Chief, Registrar-Recorder/County Clerk and are distinguished by their responsibility for supervising, through subordinate supervisors, a specialized unit engaged in ordering election related materials, performing election services, recording, maintaining, processing or microfilming documents filed with the Registrar-Recorder/County Clerk. Incumbents must have an extensive knowledge of a body of laws, policies, procedures, and operations concerning elections and the processing of documents to be able to issue instructions on, or interpret such laws and policies in unusual or complex situations. They must also be able to exercise tact and diplomacy in dealing with the public and must possess a knowledge of the principles of supervision.</p>
<b>ESSENTIAL JOB FUNCTIONS</b>	<p>Plans, directs, assigns and evaluates; through subordinate supervisors, the work of a unit responsible for one of the following groups of election or document recording services: The maintenance of the permanent original file of voters registration affidavits and of the microfiche and supplemental files. -OR- The recruitment and assignment of Deputy Registrars for registering voters and the absentee voting operation. -OR- The construction of precinct lines according to size of voter group and jurisdictional lines and the maintenance of the precinct system. -OR- The recruitment of precinct workers and the locating of polling places for elections, and the resolution of problems that may arise. -OR- The monitoring of various election services and the preparation of materials needed to implement the election processes and the distribution of assignments. -OR- The examination of legal documents submitted for recordation, accepting or rejecting documents in compliance with the</p>

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

**SELECTION  
REQUIREMENTS**

laws governing public recordation. The collection and accounting of monies received for recording and Documentary Transfer Tax. -OR- The maintenance of permanent files for birth, death, and marriage records. The issuance of certified copies of vital records to the public. Assisting the public in establishing and amending records of births, deaths, and marriages in Los Angeles County. The collection and accounting of all monies received for the above services. -OR- The segregating, numbering, splicing, editing and other quality control functions to ensure archival reproductions of all records retained by the Recorder's Office. -OR- The creation of permanent, archival reproduction of legal documents, maps, and papers by microphotography, and other photographic methods.

Gives advice or instruction to individual employees on both work and administrative matters, and resolves technical work problems not covered by precedents or established policies.

Studies problems in quality and quantity of work and operating effectiveness and takes or recommends necessary corrective action; recommends individual procedures and practices and supervises the implementation of approved changes.

Resolves personnel and public relations problems referred by line supervisors. Interprets and explains to subordinates the application of directives and legislative changes.

Directs the preparation of reports, business correspondence and budget requests and justifications.

Interviews and hires personnel, coordinating with the Personnel Office the cutbacks and increases caused by a varying work load and a large number of recurrent employees.

Participates in the planning and execution of training programs for employees; coordinates a continuing educational program for all general and specialized jobs within the division.

Implements minor disciplinary measures and recommends action.

Coordinates the maintenance of returned election materials including booths, tubs, paper supply kits, etc.

Five years office clerical experience, three (3) years of which must have been at the level of Intermediate Supervising Clerk or higher 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 form of transportation to perform the job-related essential functions of the position.

**Special Requirement Information:** In the County of Los Angeles experience at the level of Intermediate Supervising Clerk means supervises a large number of employees performing general and specialized office clerical work or a smaller number performing more

<p><b>DESIRABLE QUALIFICATIONS</b></p>	<p>diversified and difficult duties.</p> <p>Experience handling cash disbursements and maintaining cash controls and cash records.</p> <p>Excellent problem solving skills.</p> <p>Experience interacting with the public.</p> <p>Excellent customer service skills.</p> <p>Experience utilizing MS Office (Word, Excel and Access) software or other computer applications.</p>
<p><b>SPECIAL INFORMATION</b></p>	<p><b>Shift:</b> Any Shift Appointees must be willing to work any shift, including evenings, nights, weekends and holidays.</p>
<p><b>VACANCY INFORMATION</b></p>	<p>The resulting eligible register for this examination will be used to fill vacancies in the Registrar-Recorder/County Clerk.</p>
<p><b>EXAMINATION CONTENT</b></p>	<p><b>Part I:</b> 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%.</p> <p><b>Part II:</b> An Interview covering, training, experience personal fitness and general ability to perform the duties of the position weighted 40%.</p> <p>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.</p> <p>Retake: No person may compete for this examination more than once every twelve (12) months.</p>
<p><b>ELIGIBILITY INFORMATION</b></p>	<p>The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.</p>
<p><b>SUPPLEMENTAL INFORMATION</b></p>	<p>Additional Information may be found at: <a href="http://easier.co.la.ca.us/jobs/Supplemental/E1205J.doc">http://easier.co.la.ca.us/jobs/Supplemental/E1205J.doc</a></p> <p style="text-align: center;"><b>*** IMPORTANT INFORMATION ***</b></p>
<p><b>APPLICATION INFORMATION</b></p>	<p>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. <b>PLEASE SELECT ONLY ONE METHOD TO FILE YOUR APPLICATION.</b></p> <p><b>Instructions for Filing Online:</b> 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. <b>TO APPLY ONLINE, CLICK THE LINK BELOW THE FILING ADDRESS.</b></p> <p><b>Instructions for Hard Copy Submission:</b> A Standard County</p>

Employment Application and Supplemental for this position will be accepted on business days only between 8:00 a.m. and 5:00 p.m., 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 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 Number 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=1249](https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=1249)

**DISABILITY  
ACCOMMODATIONS**

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (562) 462-2270.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (562) 462-2270. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 735-2922 or (800) 897-0077 . The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL  
OPPORTUNITY  
EMPLOYER**

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT  
COMPLIANCE**

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S CREDIT**

**VETERANS' PREFERENCE CREDIT** of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**EMPLOYMENT ELIGIBILITY INFORMATION**

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.