

DEPARTMENT: County Counsel/Personnel By: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ( ) No(X))

Adopt this resolution approving the new specification for the flex classification of Elections Clerk I/II at salary ranges of 102 (\$1,571-\$1,910) and 122 (\$1,736-\$2,110), respectively, abolishing the existing classification of Elections and Jury Clerk, and reclassifying the incumbent Elections and Jury Clerk to the new classification of Elections Clerk II at Range 122, Step 5. This classification will be assigned to SEIU.

When the County Clerk functions were consolidated with the office of the Treasurer-Tax Collector, the jury commissioner and related duties remained with the courts and were included with the functions and responsibilities assigned to the Administrative Court Clerk. This requested new class specification eliminates all requirements for work related to regular and grand juries. It further provides for a trainee-level for the specialized duties required for elections functions. A salary range increase of 3% has been proposed for the full journey level of this classification. Some of the work currently performed by this position reflects the involvement from simple computer data entry to management and operation of the department's new software system which has been linked directly to the Secretary of State's office. Further, the department head has assigned a higher level of oversight for all of the elections functions to this position than when the activities of the County Clerk's office were operated as a separate department. The proposed salary range for the trainee level reflects the high level of skilled clerical, record-keeping and report generation experience required for this position. Sufficient funds are available in the department's budget to accommodate the requested salary adjustment.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:** Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

**LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

1. Do not approve the proposed new class specification and salary ranges.
2. Make any changes to the proposed new class specification and salary ranges as deemed necessary by the Board.

**COSTS:** (X) Not Applicable  
A. Budgeted current FY \$ \_\_\_\_\_  
B. Total anticipated costs \$ \_\_\_\_\_  
C. Required additional funding \$ \_\_\_\_\_  
D. Internal transfers \$ \_\_\_\_\_

**SOURCE:** ( ) 4/5ths Vote Required  
A. Unanticipated revenues \$ \_\_\_\_\_  
B. Reserve for contingencies \$ \_\_\_\_\_  
C. Source description: \_\_\_\_\_  
Balance in Reserve for Contingencies,  
if approved: \$ \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**  
List the attachments and number  
the pages consecutively:  
1. Class Specification \_\_\_\_\_  
2. CAO memo dated 11/20/98 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CLERK'S USE ONLY:**  
Res. No.: 98-432 Ord. No. \_\_\_\_\_  
Vote - Ayes: 5 Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_  
 Approved ( ) Denied  
 Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of  
the original on file in this office.  
Date: \_\_\_\_\_  
ATTEST: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California  
By: \_\_\_\_\_  
Deputy

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**  
This item on agenda as:  
 Recommended  
 Not Recommended  
 For Policy Determination  
 Submitted with Comment  
 Returned for Further Action  
Comment: \_\_\_\_\_  
\_\_\_\_\_  
A.O. Initials: [Signature]

MARIPOSA COUNTY

JOB TITLE: Elections Clerk I/II

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform a wide variety of complex, specialized clerical duties related to elections and maintenance of election-related documents and to support all County Clerk functions. Elections Clerk I is a trainee position working under general supervision. This classification is expected to advance to an Elections Clerk II after two years. The Elections Clerk II performs at a full journey level and receives limited supervision within a broad framework of policies and procedures. The Elections Clerk II performs duties independently and exercises a significant amount of judgment in the performance of assigned duties; he/she may train and supervise the work of others in a lead capacity.

SUPERVISOR: As assigned

TYPICAL DUTIES

- Verifies accuracy of voter registration cards received by mail and over-the-counter and notifies voter of sufficiency or insufficiency
- Accepts and reviews requests, mails out and processes returns of absentee ballots on a timely basis
- Produces precinct records and registration reports of voter files according to the schedule set out by state law
- Works with statewide system established by the Secretary of State to facilitate removal of duplicate or prior voter registrations and to facilitate reporting election results
- Enters information into computer, prints reports
- Generates special forms on the computer to be used in processing voter registrations
- Prepares a variety of financial reports, documents, correspondence, and records
- Performs a variety of clerical work associated with elections and County Clerk functions

MARIPOSA: Elections Clerk I/II

TYPICAL DUTIES (Cont'd):

- Files and maintains appropriate forms in accordance with Elections Code and Fair Political Practice Commission requirements
- Files and maintains records for County employees' Statements of Economic Interest
- Accepts passport applications
- Files Powers of Attorney and Notaries Public
- Gives loyalty oaths and oaths of office

Elections Clerk I/II:

- Cross-trains and provides back-up support for clerical functions of the Treasurer-Tax Collector's Office
- Attends job-related training and seminars as required
- Performs other related duties similar to the above in scope and function as required

Elections Clerk II, in addition:

- Assigns appropriate precinct, special district, and identification numbers; produces and edits change reports
- During election years, maintains records of absentee voter requests and absentee voters
- Contacts election precinct workers, makes up election boards for each precinct and prepares notices sent to election workers; arranges precinct locations and supplies
- Maintains an accurate voter outreach program as mandated by law including record keeping and annual reports
- Edits and merges Department of Motor Vehicle records into the computer with the automated voter file; maintains file to compile master lists as required

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TYPICAL DUTIES (Cont'd):

- Purges voter registrations per Elections Code and prepares mandated reports
- Issues marriage licenses and performs marriages when required
- Trains and supervises subordinate employees and precinct workers
- Prepares detailed requests for new computer programming for elections and maintains an operations manual for the use of these programs
- Submits reports to the state to obtain reimbursements for elections costs
- Prepares proper records and submits the necessary proposals to County Counsel for Special District elections and measures being placed on the ballot

EMPLOYMENT STANDARDS

Knowledge of:

- proper office methods and practices including filing systems, receptionist and telephone techniques, and letter and report writing
- financial record-keeping and reports
- correct English usage, spelling, grammar and punctuation

Elections Clerk II, in addition:

- laws and regulations established by the California Elections Code
- principles of supervision and training

MARIPOSA: Elections Clerk I/II

Ability to:

- understand, interpret and apply relevant laws, rules, policies and procedures
- maintain accurate records and files
- operate computer equipment and type accurately at a rate required for successful job performance
- make accurate arithmetical calculations
- compose correspondence and prepare routine reports
- understand and execute written and oral instructions
- communicate effectively in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties

Elections Clerk II, in addition:

- supervise and train others
- work with County staff or outside vendors as necessary regarding computer programming requirements

MINIMUM QUALIFICATIONS:

Graduation from high school or GED and at least four years of increasingly responsible clerical experience including public contact. Elections Clerk II requires two additional years of experience executing duties equivalent to those performed by an Elections Clerk I in Mariposa County.

Electclk.frm  
(Supersedes Elections and Jury Clerk)  
Creation Date: 12/98  
B/S 98-432 - 12/1/98