



The Department of Personnel Services, Employment Services Division announces the exam for:

## Chief Deputy Clerk/Recorder

Exam # 29298-14-0

**Approximate Monthly Salary: \$8,244.12 - \$9,089.76\***

*\*There is an additional 3.35% Management Differential which is added to the posted salary for this class*

### DESCRIPTION

Under general direction, the Chief Deputy Clerk/Recorder directs, manages, supervises and coordinates the activities and operations of an operational division within the County Clerk/Recorder Department including receiving, reviewing, indexing, recording, securing, protecting, and preserving the County's official records, vital statistics, land transaction records, and other public records; issuing marriage licenses and certified copies; and other registration activities.

### MINIMUM QUALIFICATIONS

**Either:** 1a. Bachelor's Degree or higher from an accredited college or university in Accounting, Economics, Finance, Business or Public Administration, Real Estate, or other closely related field;

**AND** 1b. One year of full-time experience within a State of California County Clerk's or County Recorder's Office supervising or managing staff that are responsible for administering processes that require knowledge of legally recordable documents, forms and records and applying laws, rules and procedures pertaining to the recording of documents.

**Or:** 2a. Bachelor's Degree or higher from an accredited college or university in Accounting, Economics, Finance, Business or Public Administration, Real Estate, or other closely related field;

**AND** 2b. One year of full time experience supervising or managing staff performing budget administrative duties within a State of California County Clerk's or County Recorder's Office.

**Or:** 3a. Five years full-time technical experience with responsibility for administering processes that require knowledge of legally recordable documents, forms and records and applying California laws, rules and procedures pertaining to the recording of documents. One year of which must have included supervising or managing staff that are either responsible for the above activities or are responsible for budget administrative duties within an organization performing the above activities.

**Educational Substitution:** Successful completion of upper division coursework leading to a Bachelor's degree in Accounting, Economics, Finance, Business or Public Administration, Real Estate or a closely related field from an accredited college or university or the completion of law school may be substituted for up to two years of the non-supervisory experience in Pattern 3a. with 3 semester (4.5 quarter) units equaling one month of experience.

**Filing Deadline: 5:00 PM on January 21, 2015**

**Please see job announcement for important testing information, including tentative test dates.** This communication is a courtesy announcement only and is not meant to replace the full job announcement. Please view the official job announcement for all requirements and testing information. The full job announcement and on-line application is available for viewing on our website, or by visiting our office in person:

[www.saccountyjobs.net](http://www.saccountyjobs.net)

County of Sacramento

Department of Personnel Services - Employment Services Division  
700 H Street, Room 4667, Sacramento, CA 95814

#### IMPORTANT REMINDER REGARDING PROVISIONAL APPOINTMENTS

- Provisional employees in this class should file for this examination.
- Individuals in provisional positions must be reachable on the eligible list to be considered for permanent appointment.
- If a provisional is not reachable, it is the appointing authority's responsibility to take the appropriate action to terminate the appointment. Civil Service Rule 7.5 states, "Provisional appointments shall terminate within twenty (20) working days after the date on which the eligible list is established."