

Job details

Job 1 of 1

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Position/Program Information Performs one or more of a variety of assignments essential to the conduct of elections and related functions of the Department of Registrar-Recorder/County Clerk. Positions allocable to this intermediate level class work under the supervision of an Election Assistant III or other higher level supervisor on a variety of assignments essential to the conduct of primary, general and special elections and related election functions of the Department of Registrar-Recorder/County Clerk. Such assignments include: Supervising teams of subordinate staff processing voted ballots; troubleshooting precinct operational problems; preparing election related equipment; distributing and retrieving election materials; and developing and conducting election related training. Some assignments may require frequent heavy lifting over 25 lbs. combined with bending and stooping. Depending on the nature of the various assignments, incumbents may work a definite short term basis or an indefinite longer term basis depending on the needs of the Department.

Essential Job Functions

- Supervises and participates in the receipt and accounting for the correct number of voted ballot card boxes from each precinct in an election;
- Supervises and participates in the receiving, inspecting, recording and storing of voted ballot cards;
- Supervises and participates in the inspection, repair or replacement of ballot card boxes or trays;
- Receives and accounts for election materials and supplies delivered to election headquarters and coordinates the operational set-up and removal of such materials and equipment;
- Troubleshoots and resolves problems at polling places on a 24 hour on-call basis; requires driving a private vehicle to various places;
- Explains polling place operations and election processes in response to questions from the public and public officials at polling places; personnel may be assigned to satellite voting locations, or regional district field offices;
- Acts as the person in-charge of the election board at a polling place and may open and close polling places;
- Assists in developing training courses related to election processes by determining course content, preparing training outline, and

determining the need for and kind of training visual aids;

- Schedules, secures training rooms, and conducts election related training classes;
- Configures, installs, and tests personal computers and printers for election related activities;
- Troubleshoots PC related software/hardware problems;
- Locates, on Geographic Information System databases, addresses written on voter registration forms and other election materials, relying primarily on close working familiarity to determine probable location; corrects and updates information if address does not match information on the GIS precinct street database.
- Identifies and compiles database information to create maps in response to requests.
- Instructs precinct inspectors in making minor repairs or adjustments to voting devices; may make emergency repairs/adjustments or provides replacement of any broken/inoperable devices;
- Participates in the production of election related training or employee orientation videos by operating camera, lighting, sound or editing equipment, or by script writing.

Requirements**SELECTION REQUIREMENTS:**

OPTION I: Six months of experience in video production gained through a professional production company.

OPTION II: Six months of experience conducting classes, seminars, or workshops.

OPTION III: Six months of experience configuring, installing, and testing personal computers and printers.

OPTION IV: Six months of work experience in election related activities.

OPTION V: Six months paid clerical experience performing general clerical functions including typing and servicing customers by phone, in person, or via email.

Physical Class

Physical Class IV – Arduous: Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

**License(s)
Required**

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.

**Desirable
Qualifications**

- Demonstrated training experience in training classes, seminars, or workshops, or in video production.
- Bilingual proficiency to read, speak, and/or write one of the following languages besides English: Cambodian, Khmer, Chinese, Hindi, Japanese, Korean, Spanish, Tagalog, Thai, and Vietnamese.
- A typing ability of 30 words per minute or higher.

Examination

This is a noncompetitive examination. This examination is intended to

Content	merely list applicants. Applicants will be placed on an eligible register without indication of relative standing in the examination. The appointing power may appoint any one of the names on the appropriate register, except that a person without veteran's credit may not be appointed if there are three or more names on the list of persons entitled to veteran's credit.
Special Information	Appointees will be required to work any shift, including evenings, weekends, and holidays. The eligible register will be used for temporary employment only.

FINGERPRINTING AND SECURITY CLEARANCE: Before a final appointment is made to this position, candidates are subject to security clearance which includes fingerprinting. An individual may be withheld from appointment, if he/she has a conviction record incompatible with the essential duties of the position for which he/she has applied. Any false statement or omission of material fact may cause forfeiture of employment rights. Information presented on employment applications, resumes and during the examination process is subject to verification. Disqualifying factors may include but are not limited to: felony convictions, certain job-related misdemeanor convictions, certain serious traffic convictions or patterns of traffic violations (e.g., 4 or more moving violations within the past 2 years, failure to appear, at-fault accidents, and driving under the influence), illegal use of certain controlled substances and/or poor employment history.

Vacancy Information	The resulting eligible register for this examination will be used to fill vacancies in the Registrar-Recorder/County Clerk. The eligible register will be used for temporary employment only.
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Eligibility Information	The names of candidates will be placed on the eligible register for a period of twelve (12) months from the date of promulgation.
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SELECTIVE CERTIFICATION: In accordance with TITLE 5 - PERSONNEL, APPENDIX 1 (Civil Service Rule 11.03) of the Los Angeles County Code, selective certification may be used for some positions that require special skills and/or training in one or more of the following functional areas:

1. Trainer: Candidates whose applications are accepted under Options I and II of the Selection Requirements.
2. Bilingual Proficiency: Candidates whose applications indicate bilingual proficiency in one of the languages mentioned in the Desirable Qualifications.

Specific skills or experience of the specialized functional areas may be the subject of the departmental hiring interview.

RETAKE:

No person may reapply for this examination more than once every twelve (12) months.

Available Shift	Any
Application and Filing Information	The acceptance of your application depends on whether or not you have clearly shown that you meet the SELECTION REQUIREMENTS . Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. 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. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. For <u>bilingual proficiency</u> in the languages listed in "Desirable Qualifications", please select the language that you speak, read, and/or write proficiently in your application. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

We may close this examination at any time without prior notice.

File your application using ONE of the methods below:

FILING ONLINE

To apply online, click on the tab "[Apply To Jobs](#)" on the top or bottom of this page. We encourage you to apply online so you can track the status of your application and get notified of your progress by email.

We must receive your application by 5:00 p.m., Pacific Time, on the last day of filing.

Note: If you are unable to attach required documents with your application, you must fax them to (562) 462-1373 within five (5) days of filing, or before the last day of filing, whichever comes first. Please include your name, exam number and exam title in your fax coversheet.

ALL APPLICANTS MUST ENTER A VALID SOCIAL SECURITY NUMBER AT THE TIME OF FILING. ENTERING ANYTHING OTHER THAN A VALID SOCIAL SECURITY NUMBER (I.E. 000-00-0000, 111-11-1111, etc.) WILL RESULT IN AN AUTOMATIC REJECTION OF YOUR APPLICATION.

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

All applicants who file their application online must use their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

FILING BY U.S. MAIL OR IN PERSON

We must receive your completed application at the address below by 5:00 p.m., Pacific Time, on the last day of filing.

Applications filed at any other County location will not be accepted if they are not received at the below location by the last day of filing. Facsimiles of the application will not be accepted.

Registrar-Recorder/County Clerk
12400 Imperial Highway, Room #2204
Recruitment & Selection Section
Norwalk, CA 90650
Monday through Friday
8:00 a.m. - 5:00 p.m., Pacific Time

County of Los
Angeles
Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

COUNTY OF LOS ANGELES BULLETIN INFORMATION

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

NOTE: [Veteran's Credit Information for Non-competitive Examination](#): In an open non-competitive examination, successful applicants shall be placed on an eligible register, without indication of relative standing in the examination. The appointing power may appoint any one of the names on the appropriate register, except that a person without veteran's credit may not be appointed if there are three more names on the register of persons entitled to veteran's credit.

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.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name Julia Fuller

Department Contact Phone (562) 462-2282

Department Contact Email hrrecruitment@rrcc.lacounty.gov

ADA Coordinator Phone (562) 462-2285

California Relay Services Phone (800) 735-2922

Job Field General Government Services/Other

Job Type Administrative Support

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