

THE COUNTY OF SACRAMENTO IS SEEKING A...

COUNTY CLERK RECORDER

Annual Salary: \$108,117–\$119,204

Monthly Salary: \$9009.75–\$9933.67

Note: An additional 3.35% management differential is added to the above posted salary

COUNTY CLERK/RECORDERS OFFICE

The mission of the County Clerk/Recorder is to serve as a custodian of official records and recorder of real property documents for Sacramento County and to issue and register marriage licenses, notaries public, vital statistics, and other public documents while providing the highest level of courtesy, efficiency, and cost-effective service to all customers.

THE POSITION

The County Clerk/Recorder, reporting to the Administrator, Internal Services Agency, will provide overall leadership for addressing the County Clerk and County Recorder policy direction and functional operations. The County Clerk/Recorder is responsible for the conduct of all County Clerk and County Recorder functions including but not limited to receiving, reviewing, indexing, recording, securing, protecting and preserving the County's recorded documents, vital statistics, real property records, and other public records; issuance of marriage licenses, performance of wedding ceremonies, issuance of certified copies of public records, registration of process servers, unlawful detainer assistants, legal document assistants and professional photocopiers; filing of statements of economic interest and oaths of office, and fictitious business name statements.

ACTIVE PROJECTS AND PRIORITIES

- Social Security Truncation Program
- Participation in Neighborhood Service Centers (Satellite Offices)
- eLien Recording Program
- Electronic Recording Delivery System
- Records Retention Program Development
- Staff Training



DESIRABLE QUALIFICATIONS

Experience: The ideal candidate will have an appropriate BA/BS degree with 5 years of executive management or senior administrative level experience in a public organization preferably in the activities of a County Clerk or County Recorder. Additional years of executive management or senior administrative level experience in a public organization may be substituted for an appropriate degree on a year for year basis. Training and certification in the area of records management, and membership/participation in recognized industry associations is desirable.

Personal Qualities: The ideal candidate must demonstrate that they possess the following competencies:

- Leadership: Establishing challenging goals; clarifying performance expectations and providing feedback; holding self and others accountable for agreed-upon outcomes. A model of high integrity.
- Technical/Functional Expertise: Demonstrating broad, in-depth, and up-to-date knowledge of pertinent technical, business, legal and professional fields; current knowledge of applicable products and services.
- Teamwork: Establishing common goals; working collaboratively to achieve team goals and outcomes; sharing information openly; supporting and empowering others; appreciating diversity.
- Decision Making: Applying logical and legal criteria to multiple options to select a course of action.

APPLICATION & SELECTION PROCESS

To be considered for this excellent career opportunity, please submit a resume and five work-related references **no later than 5:00 p.m. on Tuesday, February 19, 2008 to:**

Yen Bui, Personnel Technician
Email: BuiY@saccounty.net, Fax: (916) 854-9117
Mail: Sacramento County Department of Personnel Services
Attention: Yen Bui
609 9th Street
Sacramento, CA 95814
Inter-Office Mail: 06-007

The most highly qualified candidates will be invited to an oral panel interview. **The panel interview is tentatively scheduled for the week of March 3, 2008.**

The highly qualified candidates will be notified of the exact date, time, and location of the interview. The panel will assess and rate the degree to which each candidate demonstrates the necessary competencies for this position. The panel will recommend who will move forward in the selection process. The next phases of the selection process will include an oral interview with the County Executive with final confirmation by the Board of Supervisors.

For additional information about this exempt level recruitment, please contact Yen Bui, Personnel Technician At 916-874-6133