

**DEPUTY COUNTY CLERK/RECORDER/ASSESSOR**  
**\$4,705.74 - \$5,719.83 Per Month**

**Applications will be accepted until February 23, 2010**

**DEFINITION:**

Under administrative direction, assists the County Clerk/Recorder/Assessor in directing the administrative activities and functions of the County Clerk/Recorder/Assessor office; and does other work as required.

**QUALIFICATIONS:**

**Knowledge of:**

Advanced principles and practices of property assessment, document recording and election conduct.

Modern office methods, practices and procedures including data processing.

Principles and practices of supervision and administration.

Principles and methods of organizing and preparing oral and written reports.

Budgetary theory, preparation and administration.

**Ability to:**

Assist in managing and directing a comprehensive assessment, recording and elections program.

Develop and administer departmental goals, objectives and procedures.

Prepare and administer a departmental budget.

Analyze reports and recognize the various factors affecting assessment values and the county assessment programs.

Present facts clearly and concisely, orally and in writing.

Establish and maintain effective public relations.

Make effective public presentation regarding work of the department.

**Training and Experience:**

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three (3) years of experience equivalent to a property appraiser, recording clerk, election clerk or higher level in any city, county or state government.

OR

Graduation from an accredited four-year college or university with a major in accounting, business administration, economics or a closely related field.

OR

Four years of responsible management level experience in fiscal administrative and/or analytical work, appraisal or managerial experience which must include major program planning, budgeting and supervision.

**Special Requirements:**

Possession of a valid California Driver's License.

Possession of a Permanent Real Property Appraiser's Certificate issued by the State Board of Equalization within one year of employment.

EXAMPLES OF DUTIES AVAILABLE UPON REQUEST