



COUNTY OF SONOMA (CA)  
INVITES APPLICATIONS FOR THE POSITION OF:

**Voter Registration Clerk - Extra-Help**

*An Equal Opportunity Employer*

**SALARY**

\$15.52 - \$18.88 Hourly

**OPENING DATE:** 03/13/18

**CLOSING DATE:** 03/27/18

**THE POSITION**

**The County of Sonoma's Clerk-Recorder-Assessor's Office seeks enthusiastic individuals to fill multiple extra-help Voter Registration Clerk positions! Elections experience is not required!**

Voter Registration Clerks perform a wide variety of routine tasks associated with registering voters and conducting elections including preparing ballots for mass mailing, computer research, data entry, proofreading for accuracy, comparing and verifying signatures, packing supplies for polling places, and preparing voted ballots for counting. Ideal candidates for this position will possess data entry skills and the ability to work in small groups on detailed, repetitive tasks.

**Please note: Voter Registration Clerks need to have the ability and flexibility to work long hours, overtime, and weekends to work as needed throughout the election season (mid-April through mid-June).**

This recruitment is being conducted to fill **multiple extra-help (temporary) positions** in the Registrar of Voters Division of the Clerk-Recorder-Assessor's Office. This employment list may also be used to fill future extra-help positions as they occur during the active status of the list.

**EXTRA-HELP**

**EMPLOYMENT**

Extra-help employees relieve or augment permanent staff. Temporary, extra-help employees are not in the classified civil service and do not have property rights to permanently allocated positions. In addition, they do not receive most employee benefits such as: long-term disability insurance coverage; accrual of vacation; participation in the County retirement program; or eligibility to take promotional examinations. **Temporary extra-help employees are limited in their employment to a maximum of one calendar year. These employees must be off of work for three months before they can be re-employed on an extra help basis.** Extra-help employees who meet the eligibility requirements (generally worked 11 consecutive pay periods with a minimum of 440 hours and are scheduled at least 40 hours per pay period) may qualify for a County contribution toward medical coverage.

**APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Any combination of education and/or experience which would provide the opportunity to acquire the knowledge and abilities listed.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** modern office practices and procedures; office filing systems, such as alphabetic and numeric.

**Ability to:** follow oral and written instructions; read and decipher handwriting; read maps; perform a wide variety of routine clerical tasks, and operate office machines and telephones; establish and maintain effective working relationships with other employees and the general public; make basic arithmetic calculations; type; lift and pick up election material and supplies.

**Ability and willingness to:** work long hours and weekends.

**SELECTION PROCEDURE**

**& SOME HELPFUL TIPS WHEN APPLYING**

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all your employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting a Job with the County of Sonoma](#) to review more detailed information about the application, examination, and department selection processes.

**APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

**Responses to supplemental questions may be used in assessing minimum qualifications. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient.**

The selection procedure will consist of the following examination:

An **Application and Supplemental Questionnaire Appraisal** (pass/not pass) will be conducted to evaluate each applicant's combination of educational coursework, training, experience, knowledge, and abilities which relate to this position to ensure satisfaction of the minimum qualifications for this position. Candidates who possess the minimum qualifications for the position will be placed on an extra-help employment list and referred to the department. The department may contact candidates from the employment list who possess the most appropriate job-related qualifications for further consideration.

#### **ADDITIONAL**

#### **INFORMATION**

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

#### **HOW**

#### **TO**

#### **APPLY**

Applications are accepted on-line at: [www.yourpath2sonomacounty.org](http://www.yourpath2sonomacounty.org). Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR

Analyst:

ST

HR Technician: NC

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,  
Santa Rosa, CA 95403

EXAM #18/03-0261-EH

VOTER REGISTRATION CLERK - EXTRA-HELP

ST

### **Voter Registration Clerk - Extra-Help Supplemental Questionnaire**

- \* 1. Elections require working long hours during Election season. Are you willing to work long hours, overtime, and weekends, sometimes on short notice throughout the Election season from mid-April through mid-June?

☐ Yes ☐ No

- \* 2. Do you have experience working in a position responsible for completing forms and records?

☐ Yes   ☐ No

- \* 3. Please describe your clerical and office work experience in the areas of typing, filing, and performing other related clerical duties. Include the name of your employer(s), your title(s), and dates employed (mm/yy to mm/yy) where you gained this experience.

- \* 4. Please describe any work or volunteer service experience you have performed that is directly related to conducting elections and/or the registration of voters.

- \* 5. How did you first learn about this opportunity?

- ☐ CalJobs
- ☐ College or University
- ☐ Craigslist
- ☐ Employee of Sonoma County
- ☐ Facebook
- ☐ GovernmentJobs.com
- ☐ Hispanic Chamber of Commerce of Sonoma County
- ☐ Indeed
- ☐ La Voz
- ☐ Latino Service Providers
- ☐ Monster
- ☐ Press Democrat
- ☐ sonoma-county.org/www.yourpath2sonomacounty.org
- ☐ Sonoma County Human Resources Office
- ☐ Sonoma County Job Line
- ☐ Twitter
- ☐ Other Internet Site
- ☐ Other Publication

- \* Required Question