

medical, dental, disability, life and AD&D insurances. (Not applicable to County employees who are currently in Flex.)

- **Dependent Care and Health Care Reimbursement Accounts** are also available.
- **Savings Plan (401k)** - Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457)** - Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's salary.

#### OTHER BENEFITS:

- **Transportation Allowance** - The monthly transportation allowance is \$525.
- **Split Dollar Insurance** - Level life insurance death benefit of \$50,000 to \$250,000 depending on age at entry into the Plan.

#### SELECTION PROCESS

- Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. *Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process.*
- The names of the most highly qualified candidates will be submitted to the Chief Executive Officer for consideration and approval by the Board of Supervisors.

**NOTE:** An extensive background investigation will be completed on the candidates recommended to the Chief Executive Officer.

#### COUNTY OF LOS ANGELES CHILD SUPPORT COMPLIANCE PROGRAM

In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires, which may assist in locating persons who owe these obligations. Family Code Section 17512 permits, under certain circumstances, for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**SPECIAL INFORMATION:** 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. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call: (213) 738-2057 ADA Coordinator - Voice (800) 899-4099; TTY (800) 897-0077; CRS (800) 735-2922.

Any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110).

**SOCIAL SECURITY ACT OF 2004:** Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

#### FILING INSTRUCTIONS

Qualified candidates are invited to submit a statement of interest and resume.

Resume should include the following:

1. Names of schools, colleges or universities attended, dates attended, degrees earned and field of study. Please enclose verification of degree(s), licenses and certificates together with the resume.
2. For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.
3. Information required to determine if candidate meets the **Minimum Requirements** and **Desirable Qualifications** sections of this recruitment announcement.

Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper, attached to your resume. This page will be removed from your resume when it is received and kept confidential and utilized solely for required statistical purposes.

Please submit statement of interest and resume to:

**HEATHER RENSCHLER or ROBERT J. BURG**  
Ralph Andersen & Associates  
5800 Stanford Ranch Road, Suite 410  
Rocklin, CA 95765

Phone: 916-630-4900

Fax: 916-630-4911

E-mail: [apply@ralphandersen.com](mailto:apply@ralphandersen.com)

Date Posted: January 16, 2008

This announcement may also be downloaded from the **COUNTY OF LOS ANGELES** website at:

[dhr.lacounty.info](http://dhr.lacounty.info)

The County of Los Angeles is an  
Active Equal Opportunity Employer



THE COUNTY OF LOS ANGELES

Invites Resumes  
for

# Registrar-Recorder/ County Clerk (Unclassified)



Annual Salary:  
\$149,127 - \$225,717

Filing Period:  
January 16, 2008 – Until the Position Is Filled



## *The County of Los Angeles*

*The County of Los Angeles, with a population of more than 10 million people, has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities and numerous five-star restaurants. The mountains, deserts and the Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.*

*The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest and most complex county government in the United States. A recent change in the governing structure of the County has all Department Heads reporting to the Chief Executive Officer with the exception of elected officials (Assessor, District Attorney and Sheriff), the Fire Chief, Auditor-Controller, County Counsel and the Executive Officer of the Board of Supervisors.*

*The County has an annual budget in excess of \$22 billion. Thirty-nine major administrative units or departments serve the needs of the County's population. The County employs over 100,000 full-time personnel to serve its diverse population.*

### **THE DEPARTMENT OF REGISTRAR-RECORDER/COUNTY CLERK**

The Department of Registrar-Recorder/County Clerk (RR/CC) registers voters, maintains voter files, conducts federal, State, local and special elections and verifies initiatives, referendums and recall petitions. Los Angeles County, with more than 500 political districts and 3.8 million registered voters, is the largest and most complex election jurisdiction in the country. The Department conducts primary and general elections and approximately 200 city, school and special district elections annually.

The RR/CC also records real property; maintains vital records of birth, death and marriage; issues marriage licenses; and processes business filings and other documents. Annually, RR/CC records 3.3 million real estate documents, issues 877,000 vital record certified copies and 60,000 marriage licenses, and processes more than 212,000 fictitious business name filings. The RR/CC operation services an estimated 3,000 customers daily.

### **THE POSITION**

The Registrar-Recorder/County Clerk reports to the Chief Executive Officer and has complete responsibility for directing all operations of the Department of Registrar-Recorder/County Clerk which registers as voters eligible persons residing in the County of Los Angeles, conducts State, County, and special elections, records and maintains custody of legal documents pertaining to the ownership and encumbrances of real and personal property within the County of Los Angeles, maintains vital records, and directs the registration and permanent recording of marriages that occur within the County.

The ideal candidate will be a confident, creative and innovative leader who is comfortable operating in a robust and dynamic environment. The position requires someone who is apolitical and sensitive to the evolving elections environment. The ideal candidate must be results-oriented and committed to meeting the needs of and serving the community, with the ability to provide outreach and education regarding the voting and election processes impacting the citizens of Los Angeles County.

### **EXAMPLES OF DUTIES**

- Formulates departmental policy, directs its execution, and evaluates work accomplished.
- Directs the registration of voters in Los Angeles County, the cancellation of registrations, and the preparation and certification of official lists, rosters, and indexes of registered voters.
- Directs the recruitment of precinct officials, the appointment of election boards, the designation of polling places, the conduct of Countywide and special district elections and elections held in unincorporated areas of the County, and ensures legal compliance with the election process.
- Receives and reviews campaign disclosure statements to ensure compliance with reporting requirements, and provides public access to all campaign disclosure documents.
- Provides for the receipt and examination of petitions for State initiative and referendum measures, formation or incorporation of public jurisdictions, and nomination and recall petitions on County and State Officials.
- Directs the preparation and furnishing of voter lists to cities, school districts, and other jurisdictions conducting elections.
- Directs the examination of legal documents for compliance with recording laws, the numbering and

official stamping of recordable documents, and the computation, collection, deposit, and recordation of filing fees and transfer taxes.

- Directs the preparation of real estate documents, vital records, and other documents for digital imaging for permanent preservation of such records.
- Directs the making of certified copies of documents and vital records, and provides for public viewing of permanent property records and indexes.
- Directs the compilation and maintenance of manuals for departmental reference as well as for the guidance of other county registrars and recorders.
- Directs the drafting of new or the revision of existing legislation and the review of proposed laws affecting the registration of voters, the conduct of elections, and recording policies and procedures.
- Serves as Registrar of Marriages and directs the registration and permanent recording of marriages that occur within the County and the acceptance of applications for confidential marriages if the couples meet the criteria for authorization.
- Directs the issuance of marriage licenses and the performance of civil marriage ceremonies, the filing of fictitious business names, the administering of notary public oaths, the authentication of notaries' public signatures, and the issuance of miscellaneous statutory oaths and filings.
- Directs the maintenance of permanent files of marriages, births and deaths.
- Directs the personnel, fiscal, supply, warehousing, and other administrative functions of the Department.
- Maintains relations with other County departments, outside agencies, and the public.
- Directs the development of changes in organization, staffing, work processing, and management information systems to increase efficiency and reduce administrative costs.
- Directs the assessment of departmental services for purposes of determining which can be contracted, the preparation of requests for bids, and the review and evaluation of bids; makes recommendations to the Board of Supervisors on proposed contracts and on the cancellation of contracts, and oversees contractor performance.
- Directs the research, preparation and presentation of information and materials to the Chief Executive Officer, Board of Supervisors and other legislative bodies for the purpose of creating or amending regulations, ordinances or other legislation necessary to effective departmental operations.
- Makes periodic reports to the Chief Executive Officer and to the Board of Supervisors regarding the operational status and accomplishments of the Department.
- Develops and implements an Affirmative Action Plan and ensures that departmental hiring and promotion practices are consistent with County's Equal Employment Opportunity policy.

### **MINIMUM REQUIREMENTS**

Demonstrated knowledge, skills and abilities required in

managing a large organization. Such management includes directing budget, personnel, fiscal, supply and other administrative functions of an organization, as well as the direction of line and technical functions.

**OTHER:** U.S. Citizenship is required for appointment to this position.

**LICENSE:** 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**

- Knowledge of federal, State, and local election laws, policies, and procedures, and the maintenance of public documents and other vital records.
- Extensive experience in voter registration.
- Familiarity with data processing systems.
- Knowledge of recording laws.
- Knowledge, skills and abilities required in the overall direction of large elections or major recording operations.
- A college degree from an accredited college or university, preferably in law, business or public administration.
- Experience in the application of management and organizational principles to the analysis, evaluation, and control of organizational programs and resources.
- Experience in analyzing and in preparing legislation and a knowledge of State and federal legislative processes.
- Knowledge, skills and abilities required to work effectively with public and elected officials and citizens' groups.
- Experience in building consensus and implementing changes in an organization undergoing operational changes.

### **ANNUAL SALARY & BENEFITS**

**ANNUAL SALARY: \$149,127 - \$225,717, MAPP R18.**

The successful candidate may be appointed to any salary within the Range, depending on qualifications. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP).

**BENEFITS:** The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs.

- **Retirement Plan** - The successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees DO NOT pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%.
- **MegaFlex Plan** - Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 19% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the MegaFlex Benefit Plan include