

The County of Ventura Invites
Applications For



County Clerk and Recorder (CCR) Legal Compliance Officer



Annual Base Salary Up To \$186,526

Eligible for up to 5% educational incentive

What We Offer

The County of Ventura offers an attractive compensation and benefits package. In addition to the salary of approximately \$133,220.29 to \$186,526.67 annually an employee within this position will also be eligible for the following:

- **A general salary increase** of 4.0% effective December 24, 2023 and 3.5% effective December 22, 2024.
- **New Hire/Retention/Referral Incentive:** New hires may be eligible for a one-time New Hire Incentive up to 10% of the current annual base wage. (Subject to the applicable section of the Management Resolution (Secs. 625 – 627)
- **Educational Incentive** – An educational incentive of 2.5% for completion of an associate's degree, 3.5% for completion of a bachelor's degree, OR 5% for completion of a graduate degree.
- **Bilingual Incentive** – Incumbents may also be eligible for bilingual incentive depending upon operational needs and certification skills.
- **Executive Administrative Leave** – The candidate selected for this position will earn 248 hours per year, increasing to 288 hours after 5 years of service, to 328 hours after 10 years of service, and to 368 hours after 15 years of service or other public service. *Credit for prior public service may be considered (Management Resolution, § 1202A)
- **Annual Leave Redemption** – The ability to “cash in” or redeem up to 100 hours of Annual Leave per year after using 80 hours of annual leave within the previous 12 months (Management Resolution, § 1205).
- **Deferred Compensation** – Eligible to participate in the County's 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 3% match on your 401(k) contributions.
- **Health Insurance Plans** – Medical, dental, and vision plans for you and your dependents. A flexible credit allowance of up to \$21,450 annually.
- **Flexible Spending Accounts** – Increase your spending power by reimbursement with pre-taxed dollars for IRS-approved dependent care and health care expenses.
- **Holidays** – 12 paid days per year which includes a scheduled floating holiday.
- **Pension Plan** – Both you and the County contribute to the County's Retirement Plan. If you are eligible, you may establish reciprocity with other public retirement systems, such as PERS.
- **Additional Benefits** – Professional Memberships, Disability Plans, Employee Assistance Program, Life Insurance, Tuition Reimbursement, Wellness Program.



The County

Ventura County is located on California's "Gold Coast," approximately 35 miles northwest of Los Angeles and 20 miles southeast of Santa Barbara. Residents enjoy rolling hills and sweeping ocean views in a nearly perfect Mediterranean climate with an average annual temperature of 74.2 degrees. The beauty and weather combined with a wonderful quality of life are among the many reasons our residents choose to call Ventura County "home".

Ventura County is a "general law" county, governed by a five-member, elected-by-district Board of Supervisors. The Supervisors appoint a County Executive Officer (CEO) to oversee the County budget, day-to-day operations, as well as to advise, assist and act as an agent for the Board of Supervisors in all matters under the Board's jurisdiction.

The County is supported by a total budget of approximately \$2.7 billion and more than 9,500 allocated full-time equivalent (FTE) allocations in 26 agencies/departments. The County provides a broad variety of services from 26 different departments and agencies that include safety and social services, healthcare, airports, harbor, resource management, parks, information technology, and public works. There are six elected department heads in addition to the Board of Supervisors: Assessor, Auditor-Controller, Clerk-Recorder/Registrar of Voters, District Attorney, Sheriff, and Treasurer-Tax Collector.

The Department

The County Clerk-Recorder & Registrar of Voters is an elective office with three divisions: The County Clerk, Recorder, and Elections (Registrar of Voters).

COUNTY CLERK

The County Clerk issues marriage licenses, performs civil marriage ceremonies, processes fictitious business name filings, and provides for the qualification and registration of notaries, process servers and miscellaneous statutory oaths and other filings. All functions of the office are conducted under provisions of the State Constitution and County Codes.

RECORDER

The Recorder is responsible for the recording of deeds, deeds of trust, court decrees and other documents affecting title to real property in Ventura County. The division also maintains Uniform Commercial Code filings: subdivision maps and, vital statistics including births, deaths and marriages within the county. This Division also creates digital images of real property and vital records and provides and maintains an efficient retrieval system to support the public for this information. All functions of the office are conducted under provisions of the State Constitution and County Codes.

ELECTIONS

The Elections Division conducts all Federal, State, County, school and special district elections in the County, as well as the general municipal elections for all 10 Ventura County cities. It administers voter registration and outreach programs, maintains the master voter file, master office and incumbent file, and master street index. The division also processes Vote By Mail ballot requests and all voted ballots, as well as the layout and proofing of all sample ballots, official ballots, and voter information materials. Other essential responsibilities include: establishing precinct boundaries and vote center locations, recruiting and training election workers, maintaining tests and distributing voting equipment and conducting the official election canvass. Ventura County has approximately 510,000 registered voters and is a Voter's Choice Act (VCA) county.

The Position

Under administrative direction of the County Clerk-Recorder & Registrar of Voters, this position is responsible for coordinating, planning, and administering regulatory compliance for the County Clerk/Recorder and Elections divisions. It also ensures agency-wide observance of pertinent state law. Additionally, the CCR Legal Compliance Officer serves as legislative analyst to monitor, interpret, and apply legislation, and supervises related functions as assigned.

This class reports directly to the elected County Clerk and Recorder and acts on his/her behalf as designated. This position has the responsibility for ensuring compliance with County policies and procedures and federal and state regulations. The incumbent serves as the agency's legislative analyst by representing the department on various statewide association legislative committees, and evaluating and monitoring pending and adopted legislation for implementation.

This position is exempt from Civil Service and is appointed by the County Clerk and Recorder.

Typical Qualifications

Possession of an extensive educational, training, experience and employment background that demonstrates possession of the required knowledge, skills, and abilities required for the position.

The required knowledge, skills, and abilities can also be obtained at minimum by completion of a Bachelor's degree from an accredited college or university, but ideally a law degree/emphasis; AND five (5) years of progressively responsible local government experience that builds knowledge in working with the public, risk management, and/or legislative analysis.

Previous technical, operational, or administrative capacity in a city/county clerk or recorder, attorney, elections office or related field is a beneficial asset. Spanish fluency is also a beneficial asset in the position.

Excellent written communication skills must be demonstrated in the resume and cover letter to the supplemental questions.

Examples of Duties:

Duties may include, but are not limited to the following:

- Serves as a member of the agency's Management Team and confers with the County Clerk and Recorder on matters relating to departmental operations and policies. Acts for the County Clerk and Recorder in the event of his/her absence.
- Coordinates with management staff who are responsible for the day-to-day operations of the agency's divisions to advise and guide department managers in interpreting and implementing legislative requirements and local policies/regulations. Reviews and analyzes proposed and new legislation to determine departmental impact; makes recommendations and provides direction for the implementation of necessary changes, including the formulation of policies and procedures for executing the goals and objectives of the office; recommends and implements changes in methods and procedures to improve the efficiency and effectiveness of operations.
- Supervises assigned related functions of the agency. Coordinates, directs, and conducts special projects, studies, surveys, and analyses. Develops and implements new or modified policies, programs, methods, and procedures to resolve operational problems. Researches and presents findings and recommendations for changes in policies and practices to staff at various levels. Advises agency about legal and policy questions involving computer operations and security.
- Consults/confers with the County Counsel's office and outside enforcement agencies as needed. Establish and maintain effective working relationships with agency counterparts in other counties.
- Assists with administering agency Records Retention Schedule, social media use, election security; and develops and implements office policies and procedures. Responsible for oversight of tracking, managing and responding to Public Records requests and Board Letter submittals. Ensures staff compliance with agency processes in the form of written manuals and/or training, as needed.
- Represents the County Clerk and Recorder at select conferences and meetings. Acts as liaison with other local, city, county and state agencies.
- Performs other related duties as required.



Recruitment Process

To apply for this exceptional career opportunity, please send a resume and a cover letter that illustrates examples of your experience with all of the following:

- Your experience coordinating, planning, and administering regulatory compliance on behalf of an organization's operational requirements.
- Your experience with legislative analysis including monitoring, interpreting, and applying legislation.
- Your experience managing an operational budget (include the size of the budget) and administration functions within an organization.
- Your contribution to strategic plan development.

If you are interested in this opportunity to serve the citizens of the County of Ventura, you may do one of the following:

E-mail your current resume and cover letter to: [**Monika.Maine@ventura.org**](mailto:Monika.Maine@ventura.org)

OR

Submit an online application at [**www.ventura.org/jobs**](http://www.ventura.org/jobs) and attach your current resume and cover letter.

Resume Evaluation

A first review of resumes will begin the week of September 25, 2023. All relevant work experience, training and education need to be included to determine eligibility.

Interview Process

Following a structured evaluation of the resumes, the most qualified candidates will be invited to a panel interview. The top candidates, as determined by the panel, will then be invited to a second interview with County executive management. The interviews may be consolidated into one process or expanded into multiple interviews contingent upon the size and quantity of the candidate pool.

Background Investigation

The selected candidate may be subjected to a thorough background investigation which may include inquiry into past employment, education, criminal background information, and driving record. In addition, the successful candidate may be subjected to Live Scan fingerprinting.

For further information about this recruitment, please contact Monika Maine by email

[**Monika.Maine@ventura.org**](mailto:Monika.Maine@ventura.org) or by telephone at **(805) 654-2419**.

EQUAL EMPLOYMENT OPPORTUNITY

The County of Ventura is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.