

The seal of San Joaquin County is a circular emblem. It features a central shield with a balance scale, a sheaf of wheat, and a plow. Above the shield is a banner with the word "EUREKA". The words "SAN JOAQUIN COUNTY" are written around the perimeter of the seal.

San Joaquin County Employment Opportunity

Assistant Registrar of Voters Registrar of Voters Office

About the position

The San Joaquin County Registrar of Voters office is seeking an engaged professional to join the office as the Assistant ROV. Under general direction from the Registrar the Assistant ROV will be responsible for planning, organizing, coordinating and directing the work of the Registrar/Elections staff. The Assistant will work to ensure that all phases of the election process for elections held within the County are done so in accordance with federal and State laws, regulations and requirements. The way elections are conducted may change, but the mission of the Registrar's Office to ensure fair and accurate local, state, and federal elections, always remains the same. It will be a core component of the Assistant's role to undertake this mission while upholding public trust and integrity in our elections process.

The ideal candidate

The ideal candidate for the Assistant Registrar of Voters should have the desire and ability to serve the public of San Joaquin County. They should possess strong administrative leadership skills with a strong work ethic that includes accountability for oneself and others. A well qualified candidate will have in-depth knowledge of federal, state, and local election laws, regulations, codes, guidelines, and procedures. Additionally, they should possess strong analytical and budgetary skills that are applicable to work in a California public agency. A bachelor's degree with a major in business or public administration is desired.

About the department

The Registrar of Voters Office conducts fair, accurate, secure and transparent elections and serves all of our "customers" (voters, candidates, campaigns, interested observers, community groups, etc.) with the highest level of integrity and efficiency.

The Registrar of Voters Office is a part of the County Administrator's Office and is responsible for conducting fair and impartial federal, State, local and school elections. Other functions of the Registrar of Voters Office include voter registration, election administration, candidate information and campaign disclosures. San Joaquin County has approximately 380,000 registered voters and maintains a current staff of 26 full-time positions, with seasonal employees hired for each election.

Recruitment Announcement
0822-EB2500-EX

Equal Opportunity Employer

Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton, California 95202
Phone: (209) 468-3370

SAN JOAQUIN
—COUNTY—
Greatness grows here.

Make San Joaquin County your new home!

A land of beauty, recreation and natural riches—from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

Arts, Culture, and Recreation

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.



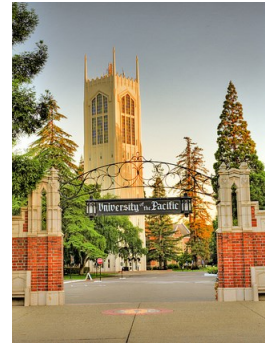
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Education

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus-Stockton Center, Humphreys College and Law School, National University, and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The County's 17 school districts provide families with a wide choice for children's educational development.



Agriculture

The county is one of the most agriculturally rich regions in California. Almonds are the leading commodity with over 104,000 bearing acres. Milk, grapes, walnuts, and cherries round out the top crops, with an abundance of other produce. Grapes make up 91,000 bearing acres, much of which are wine grapes. There are over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events.

Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables. Fruit stands and pick-your-own produce farms dot the countryside.

Housing

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi. San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.

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Typical Duties

- Assists the Registrar in planning, organizing, and managing all phases of the election process and oversees the daily operations of the Registrar of Voters department; may act in the absence of the Registrar of Voters.
- Researches, reviews, interprets, and implements new and existing federal, state and local laws, regulations, codes, and guidelines related to the administration of county elections.
- Develops and recommends to the Registrar of Voters, policies and procedures in compliance with department, federal, state and local regulations relevant to the elections process.
- Interprets policies and procedures to staff; ensures implementation and compliance.
- Oversees Requests for Proposals; solicits and evaluates bids, and recommends vendors.
- Prepares specifications for ballots, sample ballots and other elections materials; consults with vendors regarding election materials and supplies
- Assists the Registrar in the development, preparation, management, and review of the department budget and prepares, administers and manages grants.
- Participates in meetings of the Board of Supervisors, its committees, policy groups, and represents the department in dealing with other agencies as assigned.
- Selects, assigns, trains, directs, and evaluates subordinate staff; assures appropriate management of staff and functions in areas of responsibility.



Desirable Qualifications

Education: Graduation from an accredited four year college or university with a major in public or business administration, social science, or a closely related field.

Experience: Four years of responsible administrative, supervisory, and/or analytical work in a California public agency, including or supplemented by experience that would provide familiarity with California Elections Code and election procedure.

AND

License: Possession of a valid California driver's license.



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Compensation and Benefits

Approximate Annual Base Salary:

\$100,366 - \$121,995

- **Cafeteria Plan** (In addition to base salary, the County offers a Cafeteria Plan in the annual amount of \$24,023 which is considered the employer's benefit contribution and may be used to purchase medical, dental, and vision coverage. Depending on a candidate's health plan selection, premiums not paid by the Cafeteria plan allowance will be the employee's responsibility through a pre-tax deduction. Unused monies are paid as additional salary)
- 2% employer contribution to the County's 457 Deferred Compensation Plan
- Vacation cash-out up to 8 days annually
- 1937 Retirement Act plan with reciprocity with CALPERS.
- 125 Flex Spending Benefits Plan
- 12 days sick leave annually; unlimited accumulation.
- 14 paid holidays per year
- 10 days administrative leave per year
- 15 days of vacation leave (20 days after 10 years and 23 days after 20 years)

Potential cashable compensation

	Step 1	Step 5
Annual Salary	\$100,365	\$121,995
2% Deferred Comp	\$2,007	\$2,439
Vacation Cash-out 8 days	\$3,088	\$3,753
Cafeteria	\$24,023	\$24,023
Total	\$129,483	\$152,210

For more information, please access the County's benefits website: sjgov.org/departments/hr/benefits

This class is exempt from the San Joaquin County Civil Service system and is an "at-will" position .

Recruitment Incentives*

- Reimbursement of qualifying moving expenses up to \$5,000.
- Vacation accrual rate consistent with candidate's total years of public service.
- Sick leave credit up to 160 hours of unreimbursed sick leave from the prior public sector employer.

**Recruitment Incentives may be available. Incentives must first be approved by the County Administrator.*



Application and Selection

If warranted by the number of applicants, applications may be reviewed by a screening panel. If utilized, the screening panel will select those most qualified to be considered for participation in the selection processes.

Final candidates will be interviewed by the Registrar of Voters.

A background investigation will be required for all final candidates. Final appointment will be conditional upon passing a drug screening test as well as DOJ Live Scan fingerprinting.

To apply, submit a completed application and supplemental questionnaire on or before the final filing date.

Visit our [webpage](#) or scan this QR code with your smartphone's camera.

Final Filing Date: **September 2, 2022**



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