

CONTRA COSTA COUNTY

Contra Costa County's 750 square miles are located ideally near the San Francisco Bay Area. It has a temperate climate, beautiful geographical setting and shares in California's continuing growth.

Over 850,000 residents reside in the varied suburban, industrial, agricultural and port areas of the County and enjoy outdoor recreational facilities ranging from boating, water skiing, fishing in the Bay and Delta waterways, to golfing, hiking, horseback riding and camping in Mt. Diablo State Park. Cultural resources include numerous local theatre, art and music centers as well as vast cultural and recreational resources in Oakland, San Francisco and the East Bay. Colleges include Saint Mary's, John F Kennedy University and three community colleges-Los Medanos (East County), Diablo Valley (Central County) and Contra Costa County (West County). The Berkeley Campus of the University of California is within an hour's drive from the County Seat of Martinez.

EMPLOYMENT INFORMATION

WHO MAY APPLY - Applicants must possess the minimum qualifications by the final filing date. This information is given on the front of the job announcement. United States citizenship is not required unless specifically listed under the minimum qualifications. Contra Costa County is committed to a policy of Affirmative Action and no person applying for employment shall be discriminated against on the basis of race, national origin, gender, disability, age, or other unlawful discrimination. It is the policy of the County to provide reasonable accommodation, when needed, for otherwise qualified disabled employees and applicants for employment.

If you have a mental or physical condition that may be protected by law and require special accommodation in the application or testing process, please contact Human Resources.

California Relay Service (CRS) is available for Hearing and Speech Impaired users. To relay a message from a text telephone type (TTY) or Text Deaf and Disabled (TDD) call 1 (800) 735-2929

HOW TO APPLY - Official application forms may be obtained at the following locations by the final filing dates:

CCC Employment Office
651 Pine Street, 2nd Floor
Martinez California 94553-1292

Completed applications must be mailed to the Martinez office and must be postmarked no later than the filing date. Resumes are encouraged but may not be substituted for the official application form. It is the applicant's responsibility to meet final filing deadlines and late applications will be disqualified on that basis. All job announcements note the final filing date in the lower left hand corner. For applications and filing information call: (925) 335-1701.

VETERANS' PREFERENCE CREDITS - Veterans who have received an honorable discharge and disabled veterans may be allowed an additional 5% of their total earned score in an open examination (provided the exam is otherwise successfully completed). To obtain this credit, veterans MUST provide a DD214, which indicates honorable discharge, and if applicable, proof of disability, WITH EACH APPLICATION BEFORE THE FINAL FILING DATE.

SENIORITY CREDITS - Employees in promotional examinations for represented classifications may be allowed up to an additional 5% of their total earned score (provided the exam is otherwise successfully completed).

HIRING PROCEDURES - Employment lists are established by ranking candidates according to their overall scores in this examination. The candidates must be successful in each part of the examination. To fill each vacancy, the hiring department will request that names be certified from the employment list and will make a selection from this list. Employment lists remain in effect for two years except as otherwise determined by the Director of Human Resources. A pre-employment health examination may be required prior to employment. In compliance with the Immigration Reform and Control Act of 1986, individuals offered employment by Contra Costa County will be required to show documentation as proof of eligibility to work in the United States as a condition of employment.

EMPLOYEE BENEFITS

SALARY - The starting salary is the first rate shown on the announcement. Advancement to the higher steps of the salary level is in accordance with Salary Resolutions of the Board of Supervisors.

WORKING CONDITIONS - Five days, 40 hours per week are the basic hours of employment. Time and one-half is paid for overtime for eligible employees and certain job classifications receive a 5% differential per hour for shift work.

EARNED TIME OFF - Holidays: An average of 13 holidays per year. Vacation: depending upon the classification in which employed, employees earn either two or three weeks vacation each year. Sick Leave: Twelve working days sick leave are accumulated each year; credits are accumulated indefinitely.

AGENCY SHOP REQUIREMENTS - Some job classifications are in collective bargaining units, the employees of which are required to join a union or pay an equivalent service fee.

INSURANCE - Eligible employees may select health and/or dental plans which include Health Maintenance Organization (HMO) and Preferred Provider Organization (PPO) options for employees and dependents. A term life insurance policy is included with any health and/or dental plan enrollment.

RETIREMENT AND DEFERRED COMPENSATION - The County retirement program includes the benefits under the County Employees Retirement Law of 1937 and Social Security. A deferred compensation plan is available at the employee's option.

EMPLOYEE WELLNESS - The Employee Wellness Program is a countywide health promotion program designed to support and promote the health and well being of County employees. Programs include: quarterly Wellness Program newsletters, health screenings and assessments such as blood pressure and body composition analysis, health fairs, voluntary quarterly blood drives, fitness and wellness challenges, and special classes and seminars on a variety of health topics.

CREDIT UNION - Offers systematic savings and loans at low interest.

DRUG/SMOKE FREE WORKPLACE - Contra Costa County is a smoke-free workplace. It is also an objective of Contra Costa County to achieve a drug-free County workplace. Any applicant for County employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the State, the rules governing County employment and the special trust placed in its employees

CONTRA COSTA COUNTY
HUMAN RESOURCES DEPARTMENT
Administration
651 Pine Street, 2nd Floor
Martinez, CA 94553-1292

FIRST CLASS





Contra Costa County Human Resources Department

651 Pine Street, 2nd Floor • Martinez, California 94553-1292

(925) 335-1701 • TTY or TDD (800) 735-2929

www.cccounty.us/depart/hr

**24-hour Job Hotline
at (925) 335-1700**

EMPLOYMENT OPPORTUNITY

FINAL FILING DATE: September 8, 2006

Oral Interview-To Be Announced

ELECTIONS SERVICES TECHNICIAN

Monthly Salary Range: \$3,159 - \$3,840

THE POSITION

The Contra Costa County Clerk-Recorder's Elections Department is currently recruiting qualified individuals for the position of Elections Services Technician for their downtown Martinez office. This technical position is assigned to one of the specialized units of the Elections Department: Candidate and Voter Services; Voter Registration Services and File Maintenance; Absentee Services/Training and Procedures; Polling Place/Poll Worker Recruitment/Precinct Services; G.I.S. and Mapping Services; and Warehouse and Equipment Services.

This position performs the complex and technical support activities associated with the preparation for and the conduct of elections; performs database management in one or more database systems; and performs related work as required. This position has responsibility for the day to day activities of the unit, and is responsible to insure proper procedures are followed during the preparation and conduct of each election.

The ideal candidate will possess strong technical and administrative skills and knowledge and understanding of the entire election process cycle and the interrelationships of each unit of the Elections Department. Candidate will have the ability to operate personal computers and peripheral equipment, including knowledge of spreadsheet, word processing and database management programs; knowledge of the Elections Code and laws relating to the conduct of elections including registration of voters, voting procedures, district boundaries and proper retention, disposition and disposal of voting materials and records and ability to independently apply them. Excellent interpersonal skills are required, as the incumbent will interface with staff on all levels as well as county officials and the public.

The employment list established as a result of this examination may remain in effect for six (6) months.

MINIMUM QUALIFICATIONS

License Required: Valid California Motor Vehicle Operator's License.

Education: Possession of a high school diploma, G.E.D. equivalency, or a high school proficiency certificate.

Experience: Two years of full-time (or its equivalent) clerical or technical experience using spreadsheet, word processing and database management programs. At least six months of the required experience must have included duties involving the preparation for and conduct of state and local elections.

SELECTION PROCESS

1. Application Filing: A completed Contra Costa County application must be received or postmarked by September 8, 2006. It is the applicant's responsibility to allow adequate mail or delivery time. Resumes are encouraged but may not be substituted for the official application. Late applications will be disqualified. An application may be obtained by calling the Contra Costa County Human Resources Department in Martinez, California at (925) 335-1701 or by visiting our county website at www.cccounty.us/depart/hr. For your convenience, you may apply for this position online by visiting our website and locating the job announcement in the currently open job listings.

2. Oral Interview (Weighted 100%): The examination will consist of an oral interview conducted by a Qualifications Appraisal Board in Martinez, California. The Board will evaluate each candidate in job related areas such as: knowledge of the California Elections Code and other laws relating to election services and voter registration; knowledge of office, warehouse, and clerical procedures; ability to interpret and apply complex elements of the California Elections Code; ability to communicate effectively and establish and maintain relationships with the public and interdepartmental staff; and the ability to maintain election calendars and process schedules. Immediately prior to the oral interview, candidates may be required to complete a problem exercise and make a presentation to the Qualifications Appraisal Board as part of the interview process. Candidates must receive an overall score of at least 70 from a majority of the Board to be ranked on the employment list.

OPEN ONLY-- 8/21/06 --TO

Job Code: EBTA

The Human Resources Department may make changes to the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

ELECTIONS SERVICES TECHNICIAN

AN EQUAL OPPORTUNITY EMPLOYER -- IT IS THE POLICY OF CONTRA COSTA COUNTY NOT TO DISCRIMINATE BECAUSE OF RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, AGE OR DISABILITY.