



**Stanislaus County**  
now offers an employee  
bonus worth up to  
**\$10,000 or 21**  
**additional days of**  
**leave time!\***

*\*See inside for details*

# **Assistant Registrar of Voters (Elections Manager III)**

Clerk Recorder's Office

**\$87,131 - \$130,686 Annually**

Apply by February 4, 2025



# THE POSITION

The Assistant Registrar of Voters is responsible for the day to day and overall planning, organizing and execution of all functions within the Election Division. The position requires strategic planning, forward thinking vision, the ability to mentor and develop strong Department units and someone well versed in directing a diverse, dynamic and multidisciplinary organization. This interesting and challenging position is responsible for the overall execution of election related responsibilities at the local, state and federal levels.

*Becoming a community of choice, where people live, work, and thrive -  
a place worthy of calling home.*

## ABOUT THE DEPARTMENT

The Stanislaus County Clerk Recorder - Registrar of Voters Office under the guidance and leadership of the County's Clerk Recorder/Registrar of Voters is dedicated to the oversight of the County election process and the recording of legal and real property documents. The Department has a total budget of over \$10 million and consists of 47 full time allocated positions. The Department consists of three divisions- Administration Division, Clerk-Recorder Division and Elections Division.

The Registrar of Voters is responsible for conducting elections, verifying petitions and maintaining Stanislaus County's voter registration database of over 293,000 registered voters.

The Department is a county agency, headed by an elected official, which receives funding from the County's General Fund and periodic reimbursements from the federal government, the State of California and local jurisdictions. The Registrar of Voters' staff includes 17 full-time employees, numerous Election Officers (part-time staff) and hundreds of volunteers representing the rich diversity of Stanislaus County.

The Department is responsible for all components of election management, including voter registration, election worker and vote center recruitment, ballot creation, voting system security, ballot counting, community outreach and education. Candidate filing and campaign finance as well as the final canvass of the vote.

The Department values a commitment to the people we serve, creativity, originality, initiative, and strong dedication to our community.



## THE TYPICAL TASKS

- Provides overall leadership, planning, organization, and execution of ROV office operations, setting priorities, developing goals, and ensuring compliance with laws and regulations. Inspires, mentors, and engages staff to achieve the ROV mission and daily objectives.
- Oversees federal, state, county, local, and special district election activities, including candidate filings, petition certification, recount processes, and vote center selection, ensuring accessibility compliance. Manages sample ballot distribution, election supplies, voting machine testing, and delivery coordination.
- Directs voter registration operations, maintaining records, issuing voter notifications, and ensuring legal compliance.
- Oversees voter information preparation, outreach initiatives, and educational activities targeting the public, schools, and civic organizations.
- Researches and interprets election laws, updates policies and procedures, and develops quality assurance and system security standards for hardware and software. Ensures all programs and services comply with election laws and regulations.
- Assigns and supervises staff, including supervisors, monitoring performance and recommending disciplinary actions as necessary. Fosters a collaborative and accountable team environment.
- Serves as a liaison to internal departments and external agencies, coordinating special projects and ensuring effective communication regarding division projects. Collaborates locally, statewide, and federally to promote customer service, employee relations, and accountability.
- Manages administrative functions such as human resources, procurement, staff development, and budget preparation and administration.
- Responds to election-related inquiries and complaints, conducting research and providing timely and accurate solutions. Delivers high-quality, responsive service to employees, agencies, and the public.
- Conducts special studies, prepares reports and recommendations, and stays informed on California election legislation, industry best practices, and innovative business practices.
- Effectively manages a diverse workforce, including professional staff, contractors, and part-time employees performing similar or related functions.
- Perform special studies and projects as required.

*Apply today to join our  
team & make a difference  
in Stanislaus County!*



# MINIMUM QUALIFICATIONS

## KNOWLEDGE/SKILLS/ABILITIES

- **Adaptability and Time Management** - Manage multiple priorities in a fast-paced environment, remaining adaptable to changing circumstances and adjusting to pressure from deadlines.
- **Analysis and Research** - Use established rules, guidelines, and innovative strategies to solve problems effectively.
- **Financial Management** - Utilize principles of budget development and financial oversight to ensure fiscal accountability.
- **Interpersonal and Customer Relations** - Demonstrate patience, tact, and professionalism when engaging with the public, employees, and stakeholders.
- **Knowledge of Governmental/State/Local Laws** - Interpret, apply, and ensure compliance with local, state, and federal laws, rules, and regulations.
- **Operational and Project Coordination** - Oversee and coordinate operational activities to align with critical deadlines and organizational objectives, including clerical activities with election deadlines.
- **Personnel and Human Resources** - Implement and oversee effective principles of supervision, leadership, and employee development.
- **Problem Solving and Decision Making** - Use established rules, guidelines, and innovative strategies to solve problems effectively.
- **Public Relations and Communication Principles** - Deliver compelling public presentations, including the development and preparation of relevant materials and public speaking.
- **Strategic Leadership** - Establish priorities, allocate resources efficiently, and ensure deadlines are met under pressure.
- **Team Building and Collaboration** - Build and maintain effective working relationships with diverse teams, departments, and external partners.

## EDUCATION & EXPERIENCE

### PATTERN I

- Graduation from an accredited four-year college or university; AND
- Two years of professional analytical level experience as a manager performing functions involving budget oversight, staff supervision, and the execution of administrative functions.

### PATTERN II

- Master's degree from an accredited college or university in Public or Business Administration, Political Science, Social or Behavioral Science, Liberal Arts, Law, or a related field; AND
- One year of professional analytical level experience as a manager performing functions involving budget oversight, staff supervision, and the execution of administrative functions.

*Proof of education is required for verification at time of application. If you are unable to attach your education, please contact 209-525-5211 to make arrangements before the final filing date.*

### DESIRABLE QUALIFICATIONS

In addition to the minimum qualifications, applicant screening may focus on the following desirable qualifications. Please list any of these qualifications you may have within the "Duties" section of the online application.

Any amount of the following:

- At least one full election cycle administering an election program or supervising a team engaged in election activities at the county level, within a campaign office, or in a public/private sector organization. Experience should include training, mentoring, delegating, and ensuring accountability; OR
- At least one event planned and executed with a clear "before, during, and after" component; OR
- At least one elected position actively pursued or run for at any level, including school, community organizations, clubs, or similar settings; **OR**
- One (1) year accounting experience including budget preparation, subsequent monitoring and reconciliation.





**STANISLAUS  
COUNTY HUMAN  
RELATIONS**

Take Your Place.



# JOIN OUR TEAM and receive a bonus worth **UP TO \$10,000** or 21 additional days of leave time!\*

\*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE EMPLOYEES TO RECEIVE A BONUS WORTH \$5,000-\$10,000 OVER THREE ANNUAL INSTALLMENTS

## YOU CHOOSE: One month's worth of

Scan the QR code with a camera app to watch the Employee Choice Bonus Plan video!



### Cash Payout

Redo that kitchen or paydown debt.

*It's all yours.*



### Leave Time

Take a little extra time off and enjoy yourself.

*You've earned it.*



### Deferred Compensation

Reduce some taxable income and receive it later.

*Why not?*



**STANISLAUS  
COUNTY HUMAN  
RELATIONS**

Take Your Place.



**clubwellness**  
myclubwellness.org

# Employee Choice Bonus Plan

## UNDERSTANDING THE DETAILS



### JOIN OUR TEAM BY JUNE 30TH, 2025 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow eligible employees, current active full-time employees or those hired full-time on or before June 30, 2025, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



#### Option 1 BONUS CASH PAYMENT

*(Default if employee declines to make a choice)*

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



#### Option 2 BONUS LEAVE TIME

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



#### Option 3 BONUS DEFERRED COMPENSATION CONTRIBUTION

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.

### Eligibility for Employee Choice Bonus Plan



- Must be an active full-time employee on each vesting date and during the pay period of the payment date to receive each payment.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2025, are eligible to receive future payments in accordance with their new hire date.



## COMPENSATION & BENEFITS

Approximate Annual Base Salary:  
**\$87,131 - \$130,686**

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County Managers including:

- Excellent retirement benefits (2% at approximately age 62 formula)
- Medical, dental, vision, and basic term life insurance plans
- County paid Deferred Compensation at 1.5% of base salary
- 2 weeks annual vacation upon entering County service
- 32 additional vacation hours annually
- 56 hours administrative / management leave per year (does not carry over)
- 96 hours of sick leave annually
- 12 paid holidays annually
- \$900 annual Professional Development reimbursement
- Moving allowance if recruited from out-of-County
- Disability protection
- Optional participation in Flexible Spending Account programs
- Optional Supplemental Life & AD&D insurance plans
- Employee Assistance Program

Details available upon request

## RECRUITMENT INCENTIVES:

### Employee Choice Bonus Plan:

Stanislaus County now offers an employee bonus worth up to \$10,000 or 21 additional days of leave time! Visit [stanjobs.org](http://stanjobs.org) for details.

### Career Ladders:

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization— from Accounting to Public Safety to IT.

### Learning Institute:

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

## WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the "good health" of the county workforce.

"Good health" is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.



## **CLASSIFICATION INFORMATION**

Unless otherwise provided, this position is part of the Unclassified Service of the County and is considered "at-will" and is designated Management for labor relations purposes.

The individual selected will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

## **APPLICATION PROCEDURES/FINAL FILING DATE: APPLY BY DATE February 4th, 2025**

### **Oral Examinations are tentatively scheduled for the week of February 18, 2025**

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

### **Resumes will not be accepted in lieu of a completed application.**

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

## **RECRUITMENT ACCOMMODATIONS**

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

## **GENERAL QUALIFICATIONS**

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

## **APPLICATION AND/OR EXAMINATION APPEAL RIGHTS**

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

## **DISCLAIMER**

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.



