



The Department of Personnel Services, Employment Services Division announces the exam for:

## **Clerk/Recorder Supervisor**

*Exam # 29296-B*

**Approximate Monthly Salary: \$4,325.64 - \$5,256.54**

### **DESCRIPTION**

Under direction, the Clerk/Recorder Supervisor supervises, assigns, reviews, and participates in the work of staff responsible for providing technical and clerical administrative support related to County Clerk and County Recorder duties and responsibilities; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to the assigned area of responsibility.

### **MINIMUM QUALIFICATIONS**

Two years of full-time paid technical experience in the field of real estate transaction processing found in the title, escrow, or mortgage industries; or within a State of California County Clerk's or County Recorder's Office with responsibility for administering processes that required knowledge of legal documents, forms, and records and applying rules and procedures pertaining to legal documents.

Note: Clerk/Recorder duties performed in another County Office within the State of California would be considered qualifying. Please [click here](#) to review the County of Sacramento's Clerk/Recorder Supervisor class specification to ascertain typical duties performed.

**Please refer to job announcement for cut-off dates.**

**(Final cut-off is at 5:00 PM on September 21, 2020)**

**Please see job announcement for important testing information.** This communication is a courtesy announcement only and is not meant to replace the full job announcement. Please view the official job announcement for all requirements and testing information. The full job announcement and online application is available for viewing on our website at [www.saccountyjobs.net](http://www.saccountyjobs.net).

#### **IMPORTANT REMINDER REGARDING PROVISIONAL APPOINTMENTS**

- Provisional employees in this class should file for this examination.
- Individuals in provisional positions must be reachable on the eligible list to be considered for permanent appointment.
- If a provisional is not reachable, it is the appointing authority's responsibility to take the appropriate action to terminate the appointment. Civil Service Rule 7.5 states, "Provisional appointments shall terminate within twenty (20) calendar days after the date on which the eligible list is established."