



The County of Shasta

COUNTY CLERK / REGISTRAR OF VOTERS

County Clerk

The County Clerk serves the public as licenser of marriage licenses, filer of fictitious business name statements, and is an authorized passport acceptance agent in Shasta County.

Registrar of Voters/Elections Department

The Registrar of Voters / Elections Department is the primary election service provider and sole voter registration custodian for approximately 112,000 voters in Shasta County. The Registrar of Voters administers these duties in a non partisan manner. This is essential to maintain the integrity of the system and the confidence of the electorate.

The County of Shasta

The County of Shasta is governed by a five-member Board of Supervisors who serve staggered four-year terms. The Board oversees the County Executive Officer (CEO), who is tasked with carrying out county operations and administration of 20 departments that provide a wide range of services. The County also has several committees and commissions that represent a variety of interests, including health care, criminal justice, planning, housing, Community Advisory Boards for County Service Areas, and more. The County operates on a budget of approximately \$619 million and employs approximately 2,100 FT/PT staff.

Ideal Candidate

The Ideal candidate for County Clerk / Registrar of Voters will foster an environment which will promote civic participation, transparency, public engagement and education, and will ensure elections and voter registration processes are handled with integrity; will work to maintain and restore public trust in the elections process; will understand California Elections laws; will have excellent written and verbal communication skills and exceptional leadership skills; the ability to work collaboratively and build relationships with the CAO, Board of Supervisors, Department Heads, community organizations and the community; and have the ability to handle sensitive and/or politically charged situations with diplomacy and tact.





Salary & Benefits

SALARY:

\$150,4432 Annually, \$12,536 Monthly

ELECTED OFFICIAL COMPENSATION:

Receive the equivalent of 40 hours of pay annually in December (Section 39.10 of the Shasta County Personnel Rules)

RETIREMENT:

CalPERS, coordinated with Social Security

INSURANCE:

Medical, Dental, and Vision

OPTIONAL INSURANCE PRODUCTS:

Aflac, Flexible Spending Account

LIFE INSURANCE & LONG-TERM

DISABILITY: Fully Paid group life and accidental death and dismemberment policy and long term disability

DEFERRED COMPENSATION PLAN:

Dollar-for-dollar County match of employee contribution up to 50% of the normal base contribution each calendar year

EXPENSE ALLOWANCE:

\$50 per pay period

EMPLOYEE ASSISTANCE PROGRAM

IRC SECTION 125 PLAN

TRAVEL REIMBURSEMENT

Living In Shasta County

Shasta County covers a large geographic area that includes rivers, lakes, and mountains that offer an abundance of recreational opportunities. An eight-mile river trail, numerous community parks, a local museum alliance and continuous community events contribute to the quality of life. Sacramento is 160 miles to the south and the coast is 150 miles to the west. Shasta Lake, located just a few miles north of Redding, is a play land for water sport enthusiasts and vacationers. Lake Shasta offers 365 miles of shoreline and plenty of opportunities for hiking, mountain biking, fishing, sightseeing and wildlife viewing. Shasta County, the jewel of upstate California, offers a lifestyle that blends the best of rural and urban features.

Shasta County offers a great quality of life, with many healthcare facilities, early childhood services, higher education opportunities, and a reasonable cost of living. Businesses have the chance to thrive due to Shasta County's centralized location on the I-5 corridor and quality business environment. Major industries here include healthcare & social assistance, government, utilities, crop & animal production, and retail trade. Shasta County is also known for its growing airport and world-class fishing, bringing in visitors from all over the world.

Learn more about living in Shasta County here: <https://www.shastacounty.gov/community/page/about-shasta-county>

Interview Process

Interviews will be conducted in an Open Session Board of Supervisors meeting at the following address:

Shasta County Administration Center
1450 Court St. (Board Chambers)
Redding, CA 96001

If you are selected to move forward in the process, interviews will occur on
June 17, 2024.

Minimum Qualification

- Pursuant to Government Code 24001, must be a registered voter of Shasta County at the time of appointment.
- Pursuant to Government Code 24004(a), may not act as or be partner to a lawyer for a collection agency, or act as or be partner to a collector for a collector's agency in Shasta County.

Application and Selection Procedures

To be considered for this exciting career opportunity, please apply online at www.shastacountycareers.com. Applicants are required to submit a cover letter, resume, and respond to supplemental questions by June 07, 2024 at 5:00 PM (PDT).

www.ShastaCountyCareers.com

SHASTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER