

WE'RE HIRING: County Clerk and Deputy County Clerk

The County of Maui is recruiting for the fulltime positions of County Clerk and Deputy County Clerk.

WHO WE ARE: Office of the County Clerk

Mission

The mission of the Office of the County Clerk is to:

- Present information to the County Council, County departments, and the public through the agenda process.
- Provide professional service to the public.
- Ensure the integrity and accessibility of public records.
- Ensure the integrity of the election process.
- Support the mission, goals, and programs of the County Council.

Legislative Responsibilities

The Office of the County Clerk is one of two support agencies of the Maui County Council. The Clerk's Office provides support and staffs the Maui County Council meetings. The Clerk's Office receives and maintains certain public records and makes them available to the public, the legislative and executive branches of the County of Maui, and other government agencies.

Election Responsibilities

The Clerk's Office is also responsible for the elections in the County of Maui and the County of Kalawao. It assists the State Office of Elections in meeting all Federal, State, and County election requirements and in the implementation of programs to increase voter registration and participation.

Office Organization

The Clerk's Office is primarily managed by the County Clerk, who is appointed by the Council and reports to the Council Chair. The Deputy County Clerk assists the County Clerk. The Clerk's Office is staffed by civil-service employees.

JOB DESCRIPTION AND APPLICATION INFORMATION

County Clerk and Deputy County Clerk County of Maui

Duties:

Oversee the implementation of Article 5, Revised Charter of the County of Maui (1983), as amended:

ARTICLE 5 COUNTY CLERK

Section 5-1. Organization. There shall be an office of the county clerk consisting of the county clerk and the necessary staff.

Section 5-2. County Clerk. The county clerk shall be appointed and may be removed by the council.

Section 5-3. Powers, Duties and Functions. The county clerk shall:

1. Be the clerk of the council.
2. Take charge of, safely keep and dispose of all books, papers and records which may properly be filed in the clerk's office and keep in separate files all bills, ordinances, resolutions and rules and cumulative indices of the same.
3. Have custody of the county seal.
4. Conduct all elections held within the county as provided by law.
5. Certify ordinances.
6. Adopt rules for the classification, storage and destruction of all records of the county.
7. Perform such other functions as may be prescribed by the council or law.

Mandatory qualifications:

- Five years of experience in an administrative capacity, either in public service or private business, or a combination of both.
- A bachelor's degree from an accredited college or university in business administration, public administration, or other relevant discipline, or a combination of education and work experience substantially equivalent to such a bachelor's degree.
- Strong research, writing, and speaking skills.
- Ability to use Microsoft Office word-processing and spreadsheet software and other computer applications.

- Possession of a valid motor vehicle operator's license.
- Willingness to work more than 40 hours per week as may be required to meet the deadlines, demands, and needs of the Council and the public.
- Interest in public service.
- Impeccable personal and professional integrity.

Desirable qualifications:

- A master's degree in business administration, public administration, or relevant discipline or a law degree.
- Experience in government, especially with a legislative body.
- Expertise in parliamentary procedure.
- Experience in assisting in the conduct of public elections.
- Experience in records management and information technology.
- Experience in personnel management.
- Experience with audio-visual technology.
- Familiarity with the County of Maui.

How to apply:

- Download the application form: <https://tinyurl.com/CountyClerkApp>
- Submit your completed application, résumé, cover letter, and three professional references by email to recruitment@mauicounty.us by 4:30 p.m. HST on January 16, 2020.
- Please complete all sections of the application in addition to submitting your résumé, cover letter, and three professional references.
- In your cover letter, please briefly describe how your education and experience correlate to the County Clerk or Deputy County Clerk job duties, mandatory qualifications, and desirable qualifications, and include any specific salary requirements. Please also indicate which position you are applying for.

Salary:

Subsection 2.44.010(A), Maui County Code, provides: "The annual salaries of the county clerk and the deputy county clerk shall be set by resolution."

Nondiscrimination policy:

The Office of County Clerk and the Maui County Council do not discriminate on the basis of race, sex, sexual orientation, age, religion, color, ancestry, national origin, disability, marital status, pregnancy, arrest and court record, assignment of child support, National Guard participation, or any other basis covered by State or Federal laws governing nondiscrimination.

More information:

If you have questions or need more information on these positions, please contact the Office of Council Services at recruitment@mauicounty.us, or Director of Council Services Traci Fujita at (808) 270-7838.

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