



2026 Santa Barbara County Fair Livestock Show Clerk / Recorder

Job posting and position description

Event	2026 Santa Barbara County Fair
Dates	July 3-12, 2026
Status	Paid internship or volunteer, depending on circumstances and experience

Job Posting

The 2026 Santa Barbara County Fair is seeking a detail-oriented Clerk / Recorder to maintain accurate livestock show records during the Fair, held July 3-12, 2026. Depending on assignment, duties may begin up to two weeks prior to the Fair for preparation, training, setup, records organization, or coordination.

This position tracks class sheets, scratches, substitutions, placings, awards, champion drives, and official results.

The Clerk / Recorder works closely with the Ring Steward, Announcer, Awards Assistant, Barn / Ready-Ring Steward, judge, and show management to ensure that results are recorded correctly before they are announced or used for awards, premiums, sale order, or official reporting.

The ideal candidate is organized, accurate, calm under pressure, comfortable handling paperwork or show software, and able to protect the integrity of official show records.

This position may be a paid internship or volunteer assignment depending on circumstances, experience, availability, and assigned responsibilities.

Position Description

Position Title	Clerk / Recorder
Event	2026 Santa Barbara County Fair (July 3-12, 2026)
Species	Beef, Sheep, Swine, Goats, Poultry, Rabbits, or other livestock species as assigned
Reports To	Livestock Superintendent, Show Manager, Livestock Office, Fair Manager, or other designated event official.

Position Purpose

The Clerk / Recorder is responsible for accurate show documentation and official result flow. This position protects the integrity of show records by recording confirmed placings, tracking changes, and communicating verified results to the Announcer and Awards Assistant.

Clerk / Recorder

Works Closely With

- Ring Steward
- Announcer
- Awards Assistant
- Barn / Ready-Ring Steward
- Judge
- Livestock Office
- Premiums or sale staff, when applicable

Essential Duties

- Prepare and organize class sheets, show books, exhibitor lists, scratch lists, placing forms, and award records.
- Confirm the current show order with the Ring Steward, Announcer, and show management.
- Track scratches, no-shows, class changes, substitutions, and corrections.
- Record official placings as confirmed by the judge, Ring Steward, or show management.
- Verify results before they are announced publicly.
- Communicate confirmed results to the Announcer and Awards Assistant.
- Maintain accurate records for ribbons, banners, premiums, sale order, champion drives, and special awards.
- Flag discrepancies immediately, including missing exhibitors, incorrect class entries, duplicate placings, or award conflicts.
- Preserve completed class sheets and official records for the Livestock Office or show management.
- Keep the clerk area organized and limit access to authorized personnel only.

Qualifications

- Strong attention to detail and accuracy.
- Ability to work quickly while maintaining clean records.
- Comfortable using paper forms, spreadsheets, or show management software.
- Able to communicate clearly with ring staff and show management.
- Able to remain calm during schedule changes or result corrections.
- Livestock show experience preferred.
- Able to sit or stand at the clerk table for extended periods.

Authority and Limitations

The Clerk / Recorder may confirm recorded results, flag discrepancies, request clarification from the Ring Steward or show management, and control access to official records. The Clerk / Recorder may not change placings, resolve protests, release unofficial results, or allow unauthorized handling of official class sheets.

Conduct Expectations

The Clerk / Recorder must protect the accuracy and confidentiality of official show records, remain neutral, and refer disputes or corrections to the proper show official.



Work Period

The 2026 Santa Barbara County Fair runs July 3-12, 2026. Depending on the assigned responsibilities, duties may begin up to two weeks prior to the Fair and may continue through post-show cleanup, records completion, award reconciliation, animal release, or final checkout.