



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> Deputy County Clerk III - Elections	<b>NEW:</b> _____	<b>REVISED:</b> X
		(Please check one)
<b>REPORTS TO:</b> Elections Manager	<b>FLSA:</b> Non-Exempt	<b>DATE:</b> 01/2016
<b>DEPARTMENT:</b> County Clerk		<b>JOB CODE:</b> 400

**SUMMARY:**

With limited supervision, processes new and revised voter registrations, provides information to the public on candidates, ballot issues and other election information, and oversees the mailing of absentee ballots and corresponding database.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative only, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Processes voter registrations, changes, and cancellations; coordinates voter registration drives; works with public agencies to register voters; monitors and reports registration statistics.

Manages absentee ballots for the County by maintaining address database for registered voters; preparing absentee voting mailing; and actively managing, recruiting and training election judges.

Interacts with voters to determine absentee voting eligibility and provides general customer service in County Clerk office.

Other duties as assigned.

**KNOWLEDGE AND SKILL:**

1. Knowledge of standard office practices, record keeping and office equipment and computer software.
2. Knowledge of County geography and municipalities.

3. Advanced knowledge of Boone County elections policies and procedures.
4. Advanced knowledge of election policies and procedures for absentee voting.
5. Skill in organizing, scheduling and reviewing work.
6. Skill in establishing and maintaining cooperative working relations with other Boone County employees and the public.
7. Ability to maintain a high level of accuracy and attention to detail.
8. Ability to multi-task and successfully prioritize a large workload.

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires continuous sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. Occasional squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 50 lbs from below waist to above shoulders and transporting distances up to 50 feet.

**WORK ENVIRONMENT:**

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, law enforcement agencies, Court employees, attorneys and members of other entities.

**MINIMUM QUALIFICATIONS:**

High school diploma or GED; two years clerical experience; two years election experience.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice*