



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Deputy County Clerk I/II - Elections</u>	NEW: <u> </u>	REVISED: <u>X</u>
REPORTS TO: <u>County Clerk</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>01/2016</u>
DEPARTMENT: <u>Elections</u>		JOB CODE: <u>600</u>

SUMMARY:

Under general supervision, the Deputy County Clerk I/II provides customer service and performs clerical duties for the Elections department; assists in maintaining election precinct maps, updating districts and documents annexations to cities within the County.

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.*

Coordinates the election judges; determines the number of judges based on the type of election; recruits judges from political parties, committees, advertising and other sources; schedules and trains judges and provides them with the information necessary to their work; finds replacement judges to fill shortages, as necessary; is available for questions from judges on election day. Processes payroll for election judges.

Performs data entry for new voter registrations and makes database changes for existing voters; provides information to callers and walk-in customers; provides information to candidates and committees about proper filing procedures and campaign finance reporting compliance; and reviews petitions for accuracy.

Provides record retention services for several County offices by reviewing storage guidelines and procedures; ensures destruction of documents is appropriate and follows procedures.

Develops and maintains the geographic database used by County Clerk, County Collector and County Assessor; assures jurisdictions are assigned and coded properly; works with City

and County Planners to acquire new street plats; and works with the Post Office to ensure proper use of addresses.

Maintains election supply inventory by preparing and checking out supplies to election judges.

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 County, State and Federal election policies and procedures.
4. Skill in using GIS software and mapping concepts.
5. Skill in establishing and maintaining cooperative working relations with other Boone County employees and the public.

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, and two years mapping/GIS 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