



BOONE COUNTY JOB DESCRIPTION

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

SUMMARY:

With general supervision, coordinates election judges for County elections, processes new and revised voter registrations, provides information to the public on candidates, ballot issues and other election information, determines ballot styles for walk-in absentee voters, verifies petitions, and performs related election duties.

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.

Coordinates voter registration drives; works with public agencies to register voters; processes new voter registrations; processes changes address as needed; processes cancellations; monitors and reports registration statistics.

Provides public information on candidates, elected officials, deadlines, ballot issues, and routine election related legal issues. Assists absentee voters during elections; assigns and arranges training for election judges; processes election judge payroll.

Supervises part-time, temporary employees as necessary during elections.

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. Skill in organizing, scheduling and reviewing work.
5. Skill in the use of a personal computer.
6. Strong interpersonal communication skills.
7. 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 phone.

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 and transporting from one building location to another; squatting, kneeling, reaching above and at shoulder height. OCCASSIONAL moderate grasping to manipulate objects.

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, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets, and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

MINIMUM QUALIFICATIONS:

High school diploma or GED and one year of clerical experience; some typing skills, and familiarity with computer software programs.

PREFERRED QUALIFICATIONS:

Bachelor's degree in political science, psychology, or history; three years supervisory experience, preferably with volunteers; three years clerical 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