



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Deputy County Clerk I-II – Voter Registration</u>	NEW:	REVISED: <u>X</u>
		(Please check one) _____
REPORTS TO: <u>County Clerk</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>01/2016</u>
DEPARTMENT: <u>Election & Registration</u>		JOB CODE: <u>600</u>

SUMMARY:

With general supervision, 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.*

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.

Performs daily audit of voter registration data entry; makes corrections to entries; and processes corresponding mailings.

Performs general reception duties by answering the phone and greeting guests in Voter Registration office. Processes daily mail and scans relevant documents into imaging system.

Trains and supervises temporary staff on petition review and voter registration tasks.

Performs 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. 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. Skill in establishing and maintaining cooperative and patient 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 and one year of clerical experience; strong interpersonal skills; and familiarity with computer software programs. Registered voter of Boone County, or become registered within 60 days of hire.

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.