

Delaware County

POSITION DESCRIPTION

Title: Election Board Clerk	Department: Election Board
Reports to: Election Board Secretary	FLSA Status: Non-exempt
Approval Date: June 9, 2019	Revision Date: N/A

Position Profile

Performs any duties assigned that relate to the Election Board. This includes, but not limited to, filing, answering phones, and data entry. The Clerk is expected to assist with all day to day tasks.

Duties and Responsibilities

The Clerk must have good interpersonal skills and be able to communicate effectively and professionally. The Clerk must be able to receive the public, provide information, or direct individuals to the proper person in a professional manner. The Clerk must be proficient in their computer skills and their ability to learn new software. The Clerk must be flexible in their work schedule and be available to work extended hours during elections, early voting days and filing periods. Clerks must be able to operate voting machines, and automated office equipment, including but not limited to copiers, faxes, computers and printers. At times, a significant amount of lifting and use of ladders is required. The Clerk must be able to perform some physical labor when handling election equipment and supplies. Equipment may vary in weight ranging from 20 to 50 pounds.

- Required to use computers and related election software for many of the duties listed.
- Assists in receiving and processing voter registration documents.
- Assists in maintaining central file by keeping voter registration applications current.
- Assists in filing voter documents and correspondences and physically pulling voter records.
- Assists in receiving and processing absentee applications.
- Assists in receiving and processing absentee ballots.
- Assists in receiving and processing election resolutions, declarations of candidacy's and petitions.
- Assists staff with organizing election supplies, ballots, precinct kits, etc.
- Assists with the secure storage, delivery and pick up of election supplies by election officials.
- Assists preparing and sending press releases.
- Assists in the maintenance of the Street Guide.
- Assists in entering Voter History Credit and proof for accuracy.
- Assists in processing Confirmation Notice Responses.
- Pick up and deliver mail.
- Date and time Stamp all mail, applications, ballots, etc.
- Performs other duties as instructed by the Election Board Secretary.

Qualifications

Excellent communication skills, computer proficiency, and organizational ability are required.

Education and/or Experience

Requires previous work history in an office setting. Filing and data entry experience preferred. High school diploma/GED preferred.

Knowledge, Skills, and Abilities

Ability to:

- Read, write, speak and understand the English language.
- Keep information confidential.

- Perform assigned tasks under frequent supervision.
- Follow written and verbal instructions.
- Establish and maintain positive relationships with managerial staff, co-workers, guests, and the general public. Work well alone or within a team.
- Communicate information and suggestions in oral and written form. Prepare written documents and complete reports as required.
- Utilize MS Office products (create new documents, open/edit existing documents) skill level.
- Recognize and avoid situations that could be deemed illegal or represent a safety hazard to fellow employees or guests.
- Respond to inquiries or complaints.
- Conduct yourself honestly and ethically.
- Time management skills.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is regularly exposed to an indoor office work environment. The noise level varies from light to moderate. Frequently uses personal computer system to perform job functions. The employee may be exposed to the risks associated in attempting to resolve issues with extremely irate or difficult people.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. The duties and responsibilities listed within this job description are subject to change or reassignment by management at any time.

Read and Sign:

I have read the above job description and received a copy of said description. I understand and am fully aware of the requirements of the position. I hereby acknowledge and agree that I am capable of fulfilling all job duties and requirements, including the physical requirements, and that I am fully able to comply with the job description.

Employee's Name (Printed)

Date

Employee's Name (Signature)

Date