

LINN COUNTY CLASSIFICATION

TITLE: ELECTIONS CLERK

NUMBER: 013

PAY RANGE: 08

CATEGORY: OPEU

APPROVAL ORDER

NUMBER: 99-592

DATE: November 23, 1999

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform highly complex and varied functions involving preparations for elections, voter registration and data manipulation through computer access involving a wide range of responsible technical work related to elections. Work may include supervision of subordinate personnel performing clerical work of a technical nature, with considerable independence.

SUPERVISION RECEIVED: Work under the direction of the Elections Supervisor who assigns duties, outlines policies and procedures and generally reviews work on the basis of results obtained.

SUPERVISION EXERCISED: Exercise occasional supervision over assigned subordinate clerical personnel or specialized clerical functions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Perform a variety of election "set-up" duties including identifying, adding, changing, deleting and/or managing information related to the "set-up" through use of a computer.
2. Maintain all voter registration files through the adding, changing, and/or deleting of information through the use of a computer. Maintain an address library for the registered voters.
3. Serve as liaison between the Elections Section and Data Information Center in the development, maintenance, and operation of computerized election and voter registration systems.
4. Prepare a variety of reports and records of a complex and legal nature requiring extensive compilation and summary of data in some instances, including billing districts for costs of conducting elections.
5. Maintain a very complex set of maps of entire county by section showing residences. Establish precinct boundaries in order to keep all precincts at proper size and notify voters of their proper precinct number.
6. Notify newspapers of candidacy openings in special districts and notices of measures. Compile list of candidates and measures to be placed on the ballot.
7. Supervise the preparation of materials for elections; secure polling places and arrange for

voting equipment to be set up; draft ballot forms and prepare specifications for ballot printing; order poll books and ballot cards; prepare, advertise and post election notices.

ELECTIONS CLERK

page 2

8. Receive sealed ballot boxes when polls close, supervise the counting of ballots; check tally sheets and certify total votes received by all candidates; maintain custody of ballots during period of possible contest of election; send certified official count to Secretary of State.
9. Responsible for working with the public at the counter, answering phones and various security measures at night.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

12. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL, AND ABILITY: Thorough knowledge of business English, spelling punctuation and arithmetic. Thorough knowledge of standard office and data processing practices and procedures. Strong typing skills. Thorough knowledge of office management, recordkeeping, and reporting. Ability to work with minimal supervision within defined work procedures. Ability to plan, organize and supervise assigned subordinate clerical personnel. Ability to comprehend and interpret pertinent laws, rules, and regulations. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain harmonious working relationships with subordinates, co-workers and the general public. Ability to understand oral and written instructions. Ability to use tact and judgment in dealing with the public.

EXPERIENCE, EDUCATION AND TRAINING: Three years of progressively responsible clerical experience in bookkeeping, accounting, secretarial science, data processing or related fields which include some supervisory experience. Graduation from a senior high school, supplemented by appropriate associate degree in bookkeeping, accounting, secretarial science or data processing; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work may be substituted for the above.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move 30 pounds.

