

LINN COUNTY CLASSIFICATION

TITLE: ELECTIONS/RECORDS CLERK
NUMBER: 017
PAY RANGE: 08
CATEGORY: SEIU

APPROVAL ORDER
NUMBER: 2010-199
DATE: June 23, 2010

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform highly complex and varied functions involving the preparation for and execution of elections, maintenance of voter registration records and recording of documents. Position includes data manipulation through computer access involving a wide range of responsible technical work, and extensive public contact duties including issuance of marriage licenses and other clerical/informational related activities.

SUPERVISION RECEIVED: Works under the general supervision of the Clerk or an administrative supervisor who assigns duties, outlines policies and procedures and generally reviews work on the basis of results obtained. Works under closer supervision while learning more difficult tasks of position, but thereafter detailed instructions are received only on procedure changes, difficult tasks, or special projects.

SUPERVISION EXERCISED: Supervision of employees is not a responsibility of positions in this classification, but a current employee, as directed by the Clerk or an administrative supervisor, may assign duties and will assist in training new employees and temporary employees.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in 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 job announcement, if applicable.

1. Perform a variety of election preparation duties including identifying, adding, changing, deleting and/or managing information related to the planning of an election through the 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. Confirming and notifying any registration changes with the voter.
3. Provide ballots through the mail and at the counter to voters and assist in the investigation and resolution of ballots with issues. Assist in preparation and counting of ballots.
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 complex set of maps of county and various electoral boundaries. Maintain address library of properties.

6. Notify media of candidacy openings in special districts and notice of measures. Compile list of candidates and measures to be placed on the ballot.
7. Receive documents for recording through the mail and at the counter, verify authenticity, ascertain purpose of document to determine correct fee or combination of fees to be assessed, inspect for errors or omissions, answer questions relating to recording procedures; scan and index documents.
8. Collect and record payments; issue receipts; balance receipts to data printouts.
9. Assist the public in person or on the phone with election questions, in searches of recorded documents, to answer inquiries requiring a technical knowledge about records and recording processes; to provide photocopies and to review original document against photocopy for completeness.
10. Compose and type correspondence and provide advanced and specialized clerical support to the Clerk or an administrative supervisor; maintain complex records and files, and perform moderately complex bookkeeping functions.
11. Prepare, track and proof process for creating archival quality microfilming of records arranging for disposition of microfilm with State Archives and copy to secondary storage site.
12. Serve as Clerk to the Board of Property Tax Appeals.
13. Develop and maintain effective, harmonious and reasonable work relationships with others.
14. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification description covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment for this position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific Office 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 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.