

Bonner County Job Description



Title: ELECTION CLERK
Department: ELECTIONS
Supervisor: ELECTION MANAGER
Supervision Exercised: None
Job Description Revision: 4/5/2021
BOCC Approval: May 11, 2021

General Summary:

Performs a variety of duties associated with the Election process according to established procedures and Idaho State Statues. Provides general and specific clerical support and office assistances as required, including reconciliations and election preparation. Work involves regular and recurring situations where regular judgement is required to apply standard practices and decision making within clearly defined parameters. Work is typically moderate in complexity as incumbent works independently according to the standard operation procedures requiring some exercise of judgement to apply procedures to specific cases. Communicates heavily with others inside the department, the public, with Poll Workers, and potential candidates. Communicates regularly with others from other departments. Work has a distinct impact on the operations of the Elections Office that may also impact voters and candidates if errors go unchecked; however, most errors will be identified and corrected prior to leaving the department. Work is typically performed in an office environment with moderate to high stress due to deadlines and legal requirements especially during Election cycles.

Essential Functions:

- Answers the phone and greets customers daily. Makes sure all available forms and supplies are stocked.
- Takes in and processes voter registrations, absentee ballot requests, and party affiliation requests, checks for legal sufficiency of submitted documents.
- Process Initiative Petitions and Declarations of Candidacy forms.
- Review's voicemails and returns phone calls. Responds to emails that are sent to the Elections Group. Checks and processes all incoming mail. Directs mail to appropriate staff member as needed. Follows up on returned undeliverable mail.
- Prepares the mailing of absentee ballots and conducts the daily reconciliation of each mailing. Processes and reconciles incoming absentee ballots.
- Process voter communication letters and postcards that are generated from the Elections software on new and updated registrations.
- As needed trains Poll Workers on Touchwriter use and setup.
- Monitor UOCAVA specific email account. Process UOCAVA voter registrations and absentee ballot requests. Streets and Districts assistance. Using GIS maps do weekly checks of street additions and changes. Make necessary updates as needed.
- Assists with Election Day preparations. Works on Election night to check in Chief Judges as they return ballots and supplies. Assists with scanning of ballots.

Secondary Functions:

- Assists with the preparation of equipment and loading of supply bags and ballot boxes for Election Day.
- Assists with taking inventory of supplies.
- Assists with the ballot build process.
- Assists with training Poll Workers on Electronic Poll Books and Election Day processes.

- Assists in the preparation for Early Voting

Specifications:

- Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school diploma or equivalent required.
- 1 to 2 years clerical and banking experience highly preferred
- Have proficient ability to use a personal computer and associated peripherals, and use Microsoft windows 10 or higher, be proficient in Microsoft Excel, databases, and peripherals specific to the County and State, Internet, and E-Mail.
- Ability to use telephone, facsimile machine, copy machines, printers, scanning devices, calculator and other general office equipment.
- Ability to read, analyze, and interpret documents, manuals, publications, and information. Ability to write election correspondence letters.
- Effectively present information and respond to questions from voters and candidates. Excellent oral and written communication skills.
- Ability to calculate figures and amounts using fractions, decimals, and percentages; to apply concepts of basic algebra and to set up intermediate level spreadsheets and formulas.
- With experience in the position, incumbent must develop the knowledge of and ability to use Tenex, county mapping software to obtain topographical information regarding precincts and their boundaries, and other technology to successfully perform the essential and secondary functions of this position.
- Must maintain a harmonious, positive working relationship in all areas of contact to successfully maintain our ability to conduct elections in a proper, trusted manner.
- Must possess or can obtain a valid driver's license and be insurable.
- Ability to read maps preferred.

Working Conditions:

Employee is required to stand, walk, sit, hear, and drive. Occasional heavy lifting of 35 pounds or more. Work is generally performed in an office environment. Subject to blackout periods for planned time off the week before and after an election. Extended work hours required to include evenings, weekends and holidays to complete duties and responsibilities. The employee is occasionally exposed to moving mechanical parts. Travel associated with this position may require driving or riding in a motor vehicle, airplane, or other method of transportation. Position requires overnight travel outside the county for attendance at mandatory training seminars sponsored by the Idaho Secretary of State. Position has moderate to high stress levels due to deadlines and volume of voters especially during Election cycles.

Disclaimer

This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy.

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

(signature needed upon hiring and transfer/promotion only)

Please Print Name: _____