



ELECTIONS CLERK

Classification #: 042
FLSA: Non-Exempt
EEOC: 06

GENERAL STATEMENT OF DUTIES:

Performs a wide variety of specialized clerical duties related to voter registration file maintenance, preparation for, and conduction of elections in a non-partisan manner. Prioritize and manage multiple tasks in compliance with state and federal laws, rules, and regulations and at the direction of the Elections Supervisor.

SUPERVISION RECEIVED:

Works under the supervision of the Elections Supervisor who assigns work, set goals and reviews work for accuracy and conformance to department standards and who provides guidance for independent judgment and decision making in accordance with laws, rules, and regulations.

SUPERVISION EXERCISED:

Supervision of other employees is not a responsibility of positions in this class; however, may exercise lead direction, managing and training over temporary employees and election board workers as required to carry out assignments of established goals and objectives.

EXAMPLES OF DUTIES: (Duties may include, but are not limited to the following)

1. Provides customer service via counter, telephone, fax or electronic means to candidates, elected officials, professionals, multiple jurisdictions, and others seeking information regarding registration, election processes, or custom reporting capabilities. This includes handling candidate and measure filings, voter pamphlet filings, and petition submissions. Attention to detail and accuracy are essential.
2. Participates in registration of voters in accordance with state and federal laws including on-line data entry of records, production of required voter notification cards, scanning and proofing. Assists in boundary definitions of precincts and districts. Assists in updating maps and address library which assigns voting jurisdictions according to residential address. Responsible for appropriately handling various personal and confidential data in accordance with state guidelines.
3. Coordinates processes of issuing ballots. Prepares and maintains procedures for issuing of ballots to assure proper assignment according to National Voter Registration Act (NVRA) and Help America Vote Act (HAVA) regulations. Ballots include submarine, absentee, military, out of country, provisional, AFB, and Presidential Only.
4. Maintains working knowledge interpreting local, state, and federal laws and rules relating to elections and provides practical guidance on requirements to the public, candidates, committees, district election authorities, and others.

5. Provides training and lead supervision to temporary employees and election board workers. Assigns and reviews work of temporary employees during active election periods.
6. Assists with election scheduling, calendaring, and problem-solving through active participation in staff meetings.
7. Maintains archiving of election specific records, reports, and voter registration documents in accordance with state guidelines and departmental policy. Maintains archival records for division.
8. Assists voters with disabilities by providing alternative format ballots and the use of the Accessible Computer Station voting equipment. Assists in the production of tactile ballots for visually impaired voters.
9. Manages Precinct Committee Person (PCP) candidate filings for the two major political parties including tally of votes, maintenance of lists, and production of PCP ballots.
10. Assists in recruiting temporary and election board personnel as well as in assigning working boards.
11. Participates in election processes and workshops, petition processes, preparation of legal notices, proofreading, and archiving of voter registration records, reports and election specific records.
12. Receives, processes, and mails absentee ballots and related absentee correspondence. Provides assistance in Reader Room with marking and testing of ballots. Assists in mailing, receiving, processing, and counting of ballots. Processes undeliverable ballots and other correspondence in accordance to state and federal statutes.
13. Participates in coordinating election returns for timely release to media and public. Prepares certification after official canvas of votes.
14. Manages the daily processes for courier, agency, and postal mail in accordance to state and federal guidelines. Tracks multiple mail sources for federal monthly reporting. Ensures adequate supply inventory.
15. Creates and implements procedure materials to ensure uniformity in office practices and procedures and understanding assignments. Develops and revises office forms and preparation of report formats.
16. Participates in preparation, set-up, and maintenance of ballot collection sites and take down of official ballot drop box sites and signage throughout the county.
17. Cashiers and receipts all sales and deposits. Manages bank deposits from monies collected for customer reports, candidate filings, and voter pamphlet statements.

18. Other duties as assigned by the Elections Supervisor or County Clerk.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILLS AND ABILITY:

Knowledge of: Oregon election and registration laws; election office procedures; modern office equipment, computer systems, and proprietary software application, practices, procedures and techniques; office record keeping and reporting systems; organizational and time management practices; English composition, spelling and grammar; editing and proofreading techniques; and effective verbal and written communication skills.

Skilled in: operating variety of office equipment including multi-line telephones, multi-functional copiers, printers, scanners, and election equipment; multiple software programs including data processing of input and output reports; evaluating data to prepare clear and concise reports; cash handling techniques and practices; managing multiple deadlines and projects simultaneously; strong organizational skills; and providing customer service in a courteous, professional manner.

Ability to: establish and maintain cooperative and professional working relationships with coworkers, agencies, the public, and the media; work efficiently, independently and as a team member; operate under stress in a fast-paced, transparent environment; provide a high level of accuracy in all data products; multi-task; be flexible with work assignments; share personal workspace with public observers; willingness to work overtime; willingness to accept division parameters for vacation times; and provide backup to other positions as needed.

EXPERIENCE AND TRAINING:

1. Graduation from high school or GED equivalent; preferably supplemented by courses in office procedures; AND
2. Three (3) years of progressively responsible office experience in a team environment, preferably including one (1) year in an election-related environment; OR
3. Any satisfactory equivalent combination of education, training, and/or experience relevant to the position.

REVISED: 7/81; 3/93; 4/01; 4/10

MR: 4/10