

## CLAY COUNTY AUDITOR'S OFFICE

### JOB DESCRIPTION: ELECTIONS DEPUTY

**EXPERIENCE:** A positive attitude, happy demeanor and a genuine interest in people is necessary. The desire to learn and share information as it relates to Elections, voter registration, computer operations and all facets of the County Auditor's office. The ability to communicate clearly, listen carefully and perform tasks correctly, with efficiency. To be organized and focused with the ability to multi-task while being interrupted in the pursuit of daily assignments.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** Individuals must possess the following knowledge's, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job:

### DESCRIPTION OF DUTIES:

1. Must be prepared at all times to assume the responsibilities and duties of the Clay County Auditor in the Auditor's absence or disability.
2. Must receive, review and understand the policies of Clay County, Iowa as set forth in the Personnel Policy Handbook and agree to abide by the terms and conditions of the Personnel Policy Handbook.
3. Meet, greet and serve the public with tact and courtesy.
4. Knowledge of proper English and grammar and usage, including business writing techniques.
5. Be knowledgeable and proficient of existing computer programs and practices as they relate to elections and voter registration.
6. Ability to proficiently operate general office equipment, such as a computer, desk top calculator, copy machine, fax machine, postage machine, and telephone. Utilize Microsoft Office products such as WORD, Excel, Publisher, Outlook, and PowerPoint.
7. Perform a variety of clerical duties, including typing, filing, assisting with reception duties, opening incoming office mail in order to distribute to appropriate staff following established guidelines.
8. Assist the public in all aspects of elections, including, but not limited to, voter registration and voting procedures; processing absentee ballot requests, and coordinating and distribution of nomination papers to candidates.
9. Ability to research and implement election legislation.
10. Assist with training of precinct election officials and preparation of training materials.
11. Knowledge of the methods and procedures necessary to create, program, and test ballots for all elections administered by the County Commissioner of Elections.
12. Knowledge of the procedures necessary to provide technical support on all County election equipment.

13. Prepare election precinct kits, hire and schedule training of election officials, reserve and coordinate polling location prior to all administered elections.
14. Prepare and publish legal notices related to elections, election billings for other governmental entities, and cost comparison documents for the County Auditor and Board of Supervisors.
15. Prepare election night reporting forms, canvass documents, and election abstracts.
16. Maintain new voters and voter changes in the State Voter Registration software application, prepare voter registration correspondence pursuant to Iowa and Administrative Code guidelines.
17. Create elections in IVOTERS software for absentee and precinct registers, state reporting and historical purposes.
18. Prepare Board of Supervisor meeting agendas and meeting materials that are distributed via email and published to the County website. Work with County newspapers to accomplish timely publications of Board meeting materials.
19. Knowledge of software used to update and maintain the County website
20. Knowledge of procedures for issuing beer, liquor, and cigarette permits.
21. Ability to work under pressure and meet deadlines.
22. Ability to cooperate with other staff members to accomplish tasks in the Auditor's absence.

#### **WORK ENVIRONMENT**

Most work is performed indoors in an office setting. Must occasionally lift books or boxes of paper weighing up to 20 pounds and occasionally lift election equipment weighing up to 70 pounds with assistance. Election responsibilities requires occasional weekend, early morning, and late night work hours.

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1. Marginal functions of positions that are incidental to performance of fundamental job duties have been excluded from this job description.
  2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
  3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform other job related duties requested by their supervisor. The County Auditor reserves the right to change or reassign job duties, or combine positions at any time.