

**POSITION DESCRIPTION
COUNTY OF GREENE, INDIANA**

POSITION: Election Board Assistant/Research
DEPARTMENT: Clerk
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: August 1995

STATUS: Full-time

DATE REVISED: August 2010

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Greene County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Election Board Assistant/Research for the Greene County Clerk's Office, responsible for implementing voter registration system and election process in the County.

DUTIES:

Receives and processes voter registration applications and declinations by mail and at service counter, including locating applicant addresses, determining precincts, reviewing for accuracy and legibility, entering data on computer, preparing receipts and cards, and mailing cards as needed.

Changes/updates voter information on computer and related records as needed, including name, address and precinct changes. Enters voter activity from Election Day sign-in sheets on computer and in poll books following elections.

Purges voters from Department computer and card files according to state requirements, including non-voters, deceased and moved voters. Mails notices of pending suspension to non-voters, and maintains list and documentation of purged voters.

Maintains various files, composes and types correspondence, and replacement voter registration cards and forms as requested.

Maintains inventory of office supplies and office forms, ordering as needed. Assists Election Board in identifying and determining quantity of supplies/materials needed for each election.

Prepares, maintains and makes available to the public various materials, such as current lists of local, state and federal elected officials representing County/district, registered voters, precinct/party representatives, and various maps.

Assists candidates in filing for public office, including assisting with and filing appropriate forms, and verifying compliance with statutory requirements.

Clerk/ElectBrdAssist

Prepares and proofreads machine, paper and sample ballots, and delivers to printer. Ensures paper ballots include appropriate signatures and Clerk/Voter Registration's seal and placed in secure storage according to state requirements.

Distributes/mailed, processes and secures storage of absentee voting applications.
Assists Election Board with training sessions for Election Day poll workers.

Assists Election Board on Election Day, delivering ballots, answering telephone, verifying registration of voters, responding to various problems at polls, and receiving, tabulating and recording voting totals.

Prepares certified vote totals for Secretary of State, compiles and prepares permanent record book of printed materials and election results as required. Provides election results as requested.

Files flat folders and information sheets for Circuit and Superior Courts, including filing confidential materials in secured storage, such as adoptions, juvenile and protective orders.

Microfilms docket sheets and inserts in post binders, including checks received for support and civil court cases.

Researches information as requested, such as genealogy data, criminal histories, wills, probate records and court cases, including locating records, reviewing data, and copying and filing documents.

Performs duties of other Department personnel in their absence or as needed.

Periodically disposes of election materials according to state requirements.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of standard office policies and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to organize and maintain files.

Knowledge of Election process and state requirements and ability to assist with Election Day events.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, printer, copier, telephone and typewriter.

Ability to effectively communicate orally and in writing with co-workers, State Election Board, elected officials, office candidates, poll workers, voters and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to occasionally work extended, weekend and/or evening hours, and occasionally travel out of town for training, sometimes overnight.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs a variety of clerical duties according to a formal schedule with priorities determined by supervisor, service needs of the public and seasonal deadlines. Work is reviewed in progress and upon completion of specific duties for appropriate service to the public and compliance with legal requirements and Department policies and procedures. Errors in incumbent's work are usually prevented through legally defined procedures and prior instructions from supervisor, and are readily detected through supervisory review and notification from other departments, agencies or the public. Undetected errors may result in loss of time for correction, work delays in other agencies, and/or inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, State Election Board, elected officials, office candidates, poll workers, voters and the public for purposes of coordinating activities, exchanging information and assisting visitors and callers.

Incumbent reports directly to Clerk.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods and lifting ledgers/boxes weighing less than 25 pounds. Incumbent occasionally drives a vehicle to deliver supplies during elections. Incumbent occasionally works extended, weekend and/or evening hours, and occasionally travels out of town for training, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Election Board Assistant/Research for the Clerk's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee signature

Date

Type or print name