



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Principal Elections Specialist</u>	NEW: <u>X</u>	REVISED: <u> </u>
<small>(Please check one)</small>		
REPORTS TO: <u>County Clerk</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>10/11</u>
DEPARTMENT: <u>Elections</u>	JOB CODE: 602	

DEFINITIONS:

With general supervision, assists in the administration of all essential functions of the Boone County Elections Office such as maintaining election precinct maps, updating district lines and documenting any annexations to cities within the County.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Develops and maintains geographic database used by County Clerk, Collector and Assessor; keeps the jurisdictions assigned and coded; works with City and County Planners to acquire new street plats and works with Post Office on use of directions and zip codes, following their guidelines; enters streets into voting district and updates voter registration files.

Works with Records Clerk to lay out plan of action to keep all County offices moving forward in consolidating all records into one location; supervises Records Clerk checking work progress, payroll and answering questions; orders and files payment requisitions for supplies used by Records.

Files grant requests with local records and with the State; processes voter registrations, changes, and cancellations; provides information on all election related issues, candidates, elected officials, ballot issues and deadlines; conducts registration drives; verifies petitions; processes absentee voting; operates ballot counting equipment; prepares for elections.

KNOWLEDGE AND SKILL:

1. Good knowledge of standard office practices, record keeping and office equipment and computer software.
2. Good knowledge of County geography and municipalities.
3. Good knowledge of Boone County elections policies and procedures.
4. Skill in organizing, scheduling and reviewing work.
5. Skill in the use of a personal computer.
6. Skill in establishing and maintaining cooperative working relations with other Boone County employees and the public.

MINIMUM QUALIFICATIONS:

High school diploma or GED and five years of elections experience; some typing skills, and familiarity with computer software programs.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)