



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>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: 600	

DEFINITIONS:

Under close supervision, maintains and replaces all equipment and supplies for election polling places, locates new polling places with ADA accessibility and parking space, processes absentee voters and performs related election duties as assigned.

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.)*

Maintains and replaces all equipment, supplies, and books for polls; delivers and picks up equipment and supplies for polls; troubleshoots problems at polls on election days; researches and identifies new polling places that are ADA accessible and have sufficient parking; breaks down and assembles precinct books; tracks down missing pagers and cell phones.

Registers new voters and makes name and address changes on computer; checks codes and counts ballots using optical scanners; sends poll request forms, maintains files, and spreadsheet data; transports ballots and records to and from elections warehouse; takes requests for absentee ballots.

Coordinates all absentee ballots to be mailed out of town and out of the country; maintains absentee ballot database and processes ballots; coordinates hospital and nursing home delivery program; prepares correspondence to voters.

Supervises part-time employees as necessary during 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 one year of clerical experience; some typing skills, and familiarity with computer software programs.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)