



SANDERS COUNTY
VACANCY ANNOUNCEMENT
September 12, 2018

Position: Assistant Elections Clerk
20 hours/week (average) - Non-Exempt

While this is a part time position, it will likely to expand to a full time position in the years forward. Trends in elections responsibilities will likely cause this to occur. The individual holding this position will be required to work greater than 20 hours per week during peak election periods.

Department: Clerk & Recorder

Salary: Starting rate of \$13.75

Closing Date: 12:00 Noon on Friday, September 28, 2018

Application Documents Required: Please contact Sanders County Job Services at 406-827-3472.

Work Unit Overview: Part time Position (20 Hours per week “average”). All county departments must maintain an open and customer service oriented environment, cooperate with other County departments and governmental entities, and keep accurate and timely records and information. The County Clerk & Recorder’s Office preserves the records of the County. This includes maintaining salary and payroll information and ensuring County employees are paid accurately according to established procedures and the law.

Job Summary: The Assistant Elections Clerk assist the Elections Administrative Assistant (Deputy Clerk) with planning, organizing, and coordinating Federal, State, and County elections – including voter registration processes in accordance with Montana Election Codes, and other applicable Federal, State, and local laws and regulations, including administrative direction from the Montana Secretary of State. Duties include registering and processing voters, coordinating elections in the County, attending state election training, training county election judges, monitoring election supplies and equipment including coordinating repair and/or replacement when necessary and managing election records.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Register voters, issue certificates of registration, research voter information and verify registration to ensure fair elections take place in the County according to policies and laws. Enter new voters into data system; change voter information, and correct registration information as necessary. Resolve problems arising from the registration process including following up on missing information, mailing of rejected affidavit letters, property owner name letters and conduct research regarding prior registration.
- Implement election laws and procedures as necessary; develop written procedures and policies; and monitor existing procedures for compliance with State and Federal laws. Maintain files of all laws and updates pertaining to elections.
- Assist in the filing and processing of election related documents; accept nomination papers; verify petition signatures, residence and political affiliations; accept filing fees and transmit fees to the State when appropriate; and accept statements of qualifications to ensure proper election-related procedures take place according to established procedures and laws.

- Respond to public inquiries by telephone or at the counter concerning general information regarding election activities, including location of polling places, absentee voter applications and ballots to ensure efficient customer service and to promote the democratic process to county citizens.
- Answer questions regarding Montana elections laws, campaign disclosure forms, filing deadlines, and requirements for filing nomination papers to ensure citizens are informed with accurate and timely voting information. Prepare and administer oaths of office; maintain records of initiative petitions being circulated; and verify signatures on initiative petitions.
- Assist in the training of county election judges according to established procedures to ensure elections adhere to professional standards established by policy and law. The incumbent will also attend state training designed for County Election Administrators as assigned.
- Assist in the preparations for elections, including the selection of polling places, the procurement of election ballots and other election supplies and equipment, and the distribution and allocation of all required voting supplies as necessary to all polling/voting places to ensure elections are held in accordance with all applicable policies and laws.
- Assist in early voting procedures, absentee voting, primary, special election, and election day voting for registered voters to ensure elections are held in accordance with established policies and applicable laws. This may include serving as early voting clerk as needed and conducting early voting at the appropriate branch locations. Monitor and assist in the security of election records, ballot boxes, voting equipment, and other items used in the election process.
- Assist in Election Day trouble shooting procedures related to the operation of polling places and precinct needs; coordinate trouble-shooting efforts with other county and city agencies.
- Registers voters or verifies previous registration & updates voter files to account for change of name or address; processes petitions; maintains list of permanent absentee voters.
- Assist with the purge files of registered voters who have moved, died, or failed to vote in the last general election; prepares and distributes absentee ballots and maintains the register and checklist.
- Assists Election Administrator in all aspects of elections; assists in training Election Judges. Sets up elections in Montana votes, opens and closes elections.
- Greets customers in a friendly manner in person and on the telephone. Deals with sensitive information and adheres to standards of strict confidentiality. Maintains professionalism by exercising tact, diplomacy and courtesy at all times. Answers customer questions or routes to appropriate personnel.

Non-Essential Functions:

- Attend workshops, seminars, and educational sessions to keep updated on practices, procedures, and innovations in registering voters, administering elections, recruiting and training election judges and other matters related to the election process.
- Coordinate voter outreach programs to identify electors who are not registered voters, community events, and other programs related to elections to promote the democratic process in the County.
- Perform other duties as assigned including but not limited to managing special projects, working with the election clerks, attending meetings and conferences, providing backup for other staff, supervising and participating in training, etc.
- Researches records.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Intermittent periods of standing, sitting, and walking.
- Required to reach with hands or arms, stoop, kneel, crouch, and some light occasional lifting in the file storage area for research purposes.
- Occasionally required to climb or balance.
- Occasionally required to lift up to 50 pounds.
- Working on a computer and communicating with others.
- Subject to frequent interruptions.
- Work in an office and court facility environment with a moderate noise level.

Supervision Exercised: *List jobs reporting to the subject position and level of supervisory authority.*

The primary function of this job is not in a supervisory capacity.

Knowledge, Skills, and Abilities:

The job requires knowledge of county and state election policies and procedures (or the ability to learn them), Montana election codes; county records and history, personnel management practices and principles, communication etiquette, principle and processes for providing customer service, clerical and administrative procedures associated with elections, mathematics, and office management principles and procedures.

The job requires skill in proof-reading, organization, troubleshooting problems in the election process, making presentations and actively listening and using independent judgment to solve problems.

The job requires the ability to understand, interpret, and apply rules, regulations, ordinances, and state and federal legislation; plan, organize, and research statistical work relating to the various aspects of administration matters; effectively communicate orally and in writing, and present conclusions before advisory and policy bodies; effectively supervise the work of technical and clerical employees; carry out departmental policies and procedures; establish and maintain under extensive pressure effective working relationships with staff, election officials and with the public; operate election-related computer equipment and run elections software; understand and follow written and oral instructions; analyze situations and make logical conclusions; check names and numbers accurately; make arithmetic calculations; using a variety of office equipment such as calculators and personal computers; maintain accurate records, inventories, files and indexes; prepare reports and correspondence; work long and irregular hours including weekends as assigned.

Education and Experience:

The job requires education and experience equivalent to a Bachelor's Degree in Public Administration or related field and two (2) year elections experience in the State of Montana. Equivalencies include a high school diploma plus course work in public administration, government, political science, law and legal documents, management information systems, or electronic data processing or related subject matter and four (4) years progressively responsible experience in an elections related area in the State of Montana.