



CLINTON COUNTY GOVERNMENT

Job Description

Job Title: Director of Elections/Voter Registration and Deputy Chief Clerk
Department: Commissioners
Position Reports to: Chief Clerk
Grade Level: L
FLSA Status: Exempt
Position Type: Full-time
Bargaining Unit Status: Non-Bargaining
Date: November 27, 2017

Summary: The purpose of this position is to oversee the operations of the County Board of Elections office in the preparation for and execution of all State, County, and Municipal elections, the operations of voter registration and the maintenance of voter registration records, and the provision of clerical and administrative assistance to the County Board of Elections. The employee also serves as Deputy Chief Clerk.

Essential Functions: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Coordinates and directs the daily operations of the Elections Department and ensures adherence to established laws, policies, procedures, and standards;
- Instructs precinct officials in the performance of their duties;
- Maintains current voter registration records; registers voters, processes all registrations, and updates voter addresses, names and parties;
- Maintains Department of State centralized voter Registration database system (SURE);
- Processes electronic copies of street lists for candidates;
- Provides candidates with nomination petition packets, receives all candidate nomination petitions and processes electronic copies of street lists for candidates;
- Compiles database from petitions for use during elections, and candidate information for use in preparing ballots;
- Accepts and processes absentee ballot applications; compiles related reports for posting;
- Works with candidates, political parties and party chairmen, and political and civic organizations regarding voter registration, elections, election information, and election laws;
- Plans and prepares the ballot layout for State and County Board approval; programs voting system for elections;
- Prepares legal notices required by law for public publication;
- Directs and participates in the activities necessary for the preparation for and execution of general and special elections;
- Prepares and sends out rosters to townships and boroughs for the purpose of updating the re-election schedule;
- Prepares, sends out, and maintains work schedules for county Election Boards;



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- Performs a variety of other functions in preparing for elections; converts all scanned signatures; prints poll books for elections; packs election kits for poll workers; prepares docket pages for primary and general elections;
- Scans all election results of voters after election; compiles database for all elected officials, sets up format for election certificates and prints certificates for each winner;
- Completes election return forms and submits forms to the State;
- Prepares the annual budget request; controls approved budget expenditures; performs a variety of other administrative tasks;
- Coordinates and Facilitates training sessions with all Election personnel;
- Maintains communication with all county employees involved in election activities including the Commissioners' Office Staff, Maintenance, Assessment and IT Departments;
- Provides staff support to the Board of Elections; schedules and attends meetings and records and prepares meeting minutes; maintains permanent meeting minute books;
- Investigates complaints received by the Board of Elections pertaining to irregularities in elections including fraud or failure of election officials to properly perform duties.
- Serves as Deputy Chief Clerk, providing support services to Chief Clerk as needed including acting in the absence of Chief Clerk at the direction of the County Commissioners;
- Attends Commissioners' Board Meetings and prepares minutes for Chief Clerk review;
- Prepares County press releases and speeches for the County Commissioners at the direction of the Chief Clerk and County Commissioners;
- Maintains a variety of records; prepares a variety of reports; and
- Performs other related functions as assigned or required.

Education and Experience: Associate's degree in business or a related field with two or three years of related experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Job Requirements: Valid driver's license, satisfactory pre-employment drug screen and background check, and completion of the computer skills testing.

Performance Aptitudes:

- **Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- **Human Interaction:** Requires the ability to apply principles of persuasion and/or influence.
- **Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools and/or materials used in performing essential functions.
- **Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.



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- **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractional and/or interpret graphs.
- **Functional Reasoning:** Requires ability to carry out instructions furnished in written, oral or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.
- **Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.
- **Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or workstation.
- **Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.
- **Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise violence, disease or pathogenic substances.

Employee Expectations:

In completing the duties and responsibilities of the position, as the Director of Elections/Voter Registration and Deputy Chief Clerk, the employee will adhere to all county policies, guidelines, practices and procedures; act as a role model both inside and outside the County, perform duties as workload necessitates in a timely, accurate and thorough manner and be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

At-Will-Employment:

The Director of Elections/Voter Registration and Deputy Chief Clerk, is an at-will employee and serves at the pleasure of the Commissioners, Clinton County, and the Chief Clerk’s Office are Equal Opportunity Employers (s) and do not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, or disability.

I have read the job description for the Director of Elections/Voter Registration and Deputy Chief Clerk, and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date



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Signature of Supervisor

Date

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.