
EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Elections/Clerk	CLASSIFICATION:	049
SUPERVISOR:	County Clerk	SALARY RANGE:	27
UNION (Y/N):	Yes	LOCAL:	1442/Courthouse

GENERAL STATEMENT OF DUTIES: Supervise, direct and perform a variety of duties to provide elections in a timely and efficient manner according to all provisions of State and Federal laws. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Supervise elections employees including coordinating work schedules, assigning and reviewing work, evaluating performance, training and administering appropriate corrective and disciplinary action (coordinated with County Clerk as appropriate). Handle employee complaints and effectively recommend on hiring and dismissal decisions. Prepare payroll records.

Oversee the registration of voters for all elections in the County, which includes maintaining voter registration records, coding voters into correct precinct utilizing property owner files, address library and planning records, and reviewing for accuracy and completeness. Follow up on returned ballots to verify voter address.

Prepare for and oversee all elections, including securing and preparing polling places, arranging for delivery of ballots, coding elections into the elections software, testing the ballot counting equipment, and making all arrangements for vote-by-mail elections.

Accept filings from candidates, districts and committees. Ensure submission of required information. Prepare, proof and publish County Voter Pamphlet, facsimile ballots and legal notices. Prepare test decks and conduct logic and accuracy tests.

Check all Contributions and Expenditures reports and distribute approval/correction letters as appropriate.

Review precinct lines of districts utilizing federal census maps, district and city boundaries redraws, as necessary, and prepare new precinct descriptions and maps as appropriate.

Prepare, compile and maintain a wide variety of records pertaining to elections and voter registration.

Prepare and distribute appropriately a wide variety of reports and records, including legal notices, notices of intent to conduct elections, official abstracts and reports on voter participation and costs, and certificates of elections.

Respond to inquiries from news media, candidates and the general public on election laws, procedures and results. Review and interpret the Oregon Revised Statutes, Administrative Rules and Federal Election Bulletins.

Swear in all appointed candidates to County commissions and committees.

Verify signatures on vote by mail elections, candidate filings and initiative petitions.

Microfilm election results and voter registration records.

Recommend and implement policies, procedures and processes to ensure State and local laws and ordinances pertaining to elections are enforced.

Prepare annual estimated personnel, supplies and equipment costs and recommend annual budget.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures. Ensure compliance to rules and procedures by shelter staff.

SUPERVISORY RESPONSIBILITIES: Supervise temporary employees engaged to assist in the elections process. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; evaluating performance; rewarding and disciplining employees, addressing complaints/grievances and resolving problems. Coordinate all personnel functions with the County Clerk.

SUPERVISION RECEIVED: Work independently without direct supervision under the general direction of the County Clerk who provides policy and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to an Associate's degree in business, office management or related field. Four years work experience in the elections field, which includes some supervisory experience. Any satisfactory combination of education and experience which, in the opinion of the Chief Examiner, demonstrates the ability to perform the above duties may be satisfactory.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of, or ability to obtain within five years of hire, certification as an Elections Supervisor by the Association of Oregon County Clerks. Possession of an appropriate motor vehicle operator's license and must be insurable under the County's liability insurance policy.

KNOWLEDGE, SKILL AND ABILITY: Advanced knowledge of state and federal laws related to voter registration and election processes and procedures, and general office practices and procedures and record keeping. General knowledge of administrative and basic supervision concepts, practices and principles. Familiarity with the use of computers and business software such as word processing and spreadsheets.

Ability to plan, organize and supervise the efficient and economic performance of staff. Ability to plan and organize large scale and complex elections and make independent decisions in accordance with established policies and statutes. Ability to maintain effective working relationships with employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position typically involve the movement of files, books, equipment, etc., seldom exceeding 20 pounds. During elections, position must move ballot boxes which may weigh up to 75 pounds, typically using some type of mechanical assistance. Position requires driving a vehicle to the various voting sites around the County during elections.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment. Position requires working 10-20 hour days and late night to early morning work hours during elections.