

# *Park County*

## *Job Description*



<b>Title:</b> Election Clerk	<b>Code:</b>
<b>Division:</b> Administration	<b>Effective Date:</b> 6/1/2015
<b>Departments:</b> Multiple Departments and Offices	<b>Last Revised:</b>

### GENERAL PURPOSE

Performs routine clerical functions including filing documents and serving as a receptionist, either via telephone, computer e-mail or face-to-face. Assists in the basic functions of a County department through generation of routine correspondence, mail distribution and processing vouchers. This is a semi-skilled position with the expectation of proficiency in basic office procedures and equipment. Ability to use word processing and spreadsheets is expected. Little or no responsibility for budget oversight other than assisting in processing vouchers for payment.

### SUPERVISION RECEIVED

Works under the direct supervision of the County Clerk, First Deputy Clerk and/or Elections Deputy.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Files department records as assigned. Retains or destroys records using a defined system either established by the State of Wyoming or the department.

Generates general office correspondence, brochures or flyers, under the direction and supervision of the Elections Deputy.

Assists in scheduling meetings and conferences, serves as scheduling coordinator for supervisor.

Possesses a command of prevailing office language and obtains knowledge of the Elections department to better serve customers, via telephone, electronic communication or personal contact.

May serve as department or organizational receptionist in accepting calls, receiving visitors and answering general department or organizational questions.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduation from high school or equivalent required.
  - AND
  - B. One (1) year general work experience. This is an entry-level position.
  - OR
  - C. Equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Some computer and Internet research skills.** Ability to work well with others inside and outside the organization. Aptitude and willingness to learn department and organizational duties and responsibilities within the Election process. Flexibility to adapt to a changing work environment and to complete multiple tasks with limited oversight.

**Skill in** the use of communications equipment and standard office equipment and procedures using the Microsoft office suite.

**Ability** to deal effectively with stress caused by public contact; operate office equipment; communicate effectively, verbally and in writing; maintain effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

None.

4. Work Environment:

Performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)