

Park County

Job Description



Title: Elections Deputy	Code: 405
Division: Elections	Effective Date: 6/1/2010
Department: County Clerk	Last Revised:

GENERAL PURPOSE

Performs a variety of **lead worker, general administrative and complex duties** related to organizing and coordinating the day-to-day technical functions of the county elections office as needed to ensure efficiency and effectiveness in conducting local, state and national elections as required of Park County by Wyoming law.

SUPERVISION RECEIVED

Works under the broad guidance and direction of the County Clerk or First Deputy.

SUPERVISION EXERCISED

Provides close supervision to Election staff.

ESSENTIAL FUNCTIONS

Works interactively with the County Clerk to establish goals and direction of the county election office; appraises the County Clerk regarding needs, issues, and office concerns; provides timely communication with management prior to policy determinations, decisions and administrative matters; may develop annual budget recommendations and administers the same according to established guidelines in relation to elections operations.

Oversees the ongoing and periodic processes of the office related to voter registration, candidate filing, ballot preparation and assembly, voter machine maintenance and assembly, absentee balloting, record purging, forms processing, precinct organization and divisions and election results processing.

Plans, organizes, and directs daily work schedules for assigned election staff by identifying priorities and work goals; follows established time schedules for administration of election(s); monitors office processes to assure efficient and effective operations and compliance with ordinances, statues and federal law.

Evaluates program effectiveness and employee performance; makes recommendations for program alterations or system changes and implements the same upon approval.

Trains subordinate election personnel in standard operation and procedures, election laws, individual duties, and general county policies and procedures; attends seminars to stay updated on changes in election laws and procedures; prepares training agenda and oversees workshops for election officials.

Coordinates the selection of polling places; recruits election officials; oversees training for election officials on legal requirements and limitations of their duties; prepares and submits service hours to payroll for compensation of election personnel.

Coordinates use of, or operates computer; assures proper computer operation as needed to execute computerized tabulations of election results; prepares ballot lay-out and design, determines appropriate placement of candidates and delivers to printer; prepares and oversees absentee ballots.

Manages the elections office and maintains responsibility of total voter registration database and filing systems; monitors voter registration activities; monitors filing procedures related to various alpha, precinct, purge files; maintains adequate election supplies and office supplies; conducts supply inventory as required; maintains positive rapport with the public, political party operatives and candidates/office holders of the community; updates registration information and computer records as needed to make changes due to errors, moves, name changes, etc.

Oversees data entry and retrieval of vital election data such as candidate information, individual voter registration information and voting history; prepares election information for delivery to state agency overseeing primary and general elections.

Monitors compliance with laws related to candidate declaration of campaign funds; issues and processes declaration forms; apprises political party leadership of compliance needs and office policies.

Performs general public relations; coordinates with press and media regarding information related to election processes and results.

Researches, understands, implements, advises on and abides by election laws and related State Statutes.

Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

A. Bachelor's Degree in business administration or a related field.

AND

B. Three (3) years of experience within the office of county clerk, other local government agency, or a complex organizational setting.

OR

C. An equivalent combination of education and experience.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Have or obtain a **considerable knowledge of** Wyoming election laws; County election procedures, processes and political subdivisions (districts, jurisdictions, etc.); election equipment and computers and related software applications, etc.; election filing systems; basic office and personnel management techniques; interpersonal communication skills and public relations; ballot organization and development; contemporary filing and office systems.

Ability to perform basic mathematical computations including statistical analysis, ratios and percentages; operate a variety of types of office equipment; perform under intensive time pressures in meeting work obligations and deadlines; communicate effectively, verbally and in writing; develop effective working relationships with elected officials, public, and fellow employees; ability to accurately operate computer keyboard.

Special Qualifications:

Must be able to type (accuracy being emphasized over speed).

Must be able to work extended work hours.

Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Occasional moderate lifting during elections. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking; guided and creative problem solving. Occasional travel required in the course of performing job duties.

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)