



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> Deputy County Clerk III - Elections	<b>NEW:</b> _____	<b>REVISED:</b> X
	<small>(Please check one)</small>	
<b>REPORTS TO:</b> County Clerk	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>10/2024</u>
<b>DEPARTMENT:</b> County Clerk		<b>JOB CODE:</b> <u>600</u>

**SUMMARY:**

This position provides general supervision in the voter registration department, manages the recruitment, training, payroll, and assignment of election judges for polling places and early voting in Boone County, and provides election information to the public.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Performs general supervision duties by working with other voter registration staff to process data entry for new voter registrations, provides information to callers and walk-in customers, and process corresponding mailings.

Recruits election judges, manages part-time election judge trainers, oversees training processes, and makes assignments for election judges for polling places and early voting in Boone County.

Trains and supervises temporary staff on petition review and voter registration tasks.

Performs other duties as assigned.

**KNOWLEDGE AND SKILL:**

1. Knowledge of standard office practices, record keeping and office equipment and computer software.
2. Knowledge of County geography and municipalities.
3. Knowledge of Boone County elections policies and procedures.
4. Skill in organizing, scheduling and reviewing work.
5. Skill in managing and overseeing staff.
6. Skill in establishing and maintaining cooperative and patient working relations with other Boone County employees and the public.

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires continuous sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. Occasional squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

**WORK ENVIRONMENT:**

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree, preferably with concentration in English, history or political science and a demonstrated interest in local government; or equivalent combination of education and experience. Strong interpersonal skills and familiarity with computer software programs. Registered voter of Boone County or become registered within 60 days of hire. Previous managerial experience preferred.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*