

LANCASTER COUNTY SENIOR ELECTION CLERK

NATURE OF WORK

This is responsible clerical work processing voter registrations, verifying petition signatures and preparing, coordinating and distributing voting supplies and information.

Work involves providing general information to the public, election candidates and elected officials regarding voting rights and processes; updating and maintaining voter registration databases; and training, supervising and evaluating the work of Casual Workers. Work also involves responsibility for composing departmental correspondence, monitoring and stocking election supplies and materials and assisting voters in using voter equipment. Supervision may be exercised over a small number of part-time or temporary staff. Supervision is received from an administrative superior with work reviewed in the form of reports, compliance with departmental regulations and procedures and results achieved.

EXAMPLES OF WORK PERFORMED

Prepare, coordinate and distribute voting documents and voter information to designated individuals or sites; answer the telephone and greet individuals entering the Election Office; provide general information to and answer questions from the public, election candidates and elected officials concerning voting rights and processes, petition circulation and election laws; update and maintain voter registration databases and card files.

Train, supervise and evaluate the work of subordinates; verify subordinate work is completed accurately and effectively; attend staff meetings and scheduled training sessions.

Scan and index voter registrations for the voter registration database; compose correspondence providing directions for voter assistance in registering and seeking early/absentee ballots; maintain departmental filing system; perform miscellaneous clerical tasks including photocopying, processing mail and typing/computer data entry.

Confirm voter eligibility and assist voters in using voting equipment; verify petition signatures; proofread written materials and documents prior to printing; generate work reports as assigned.

Monitor and stock election supplies and materials, reporting shortages as needed; sort ballot styles according to partisanship; supervise distribution of election materials and supplies; update city and rural map information and computerized street maintenance information.

Prepare all inventory necessary to complete the election, sort, file and replace all necessary items.

Scan into the computer system information from the obituaries and all felon documentation and correspondence.

Coordinate the early/absentee voting process for each election.

Prepare and repair all election signs, ballot boxes and other physical items for the election.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of modern office equipment, practices and procedures including computer applications and software.

Some knowledge of local, State and Federal regulations pertaining to Nebraska election laws.

Ability to efficiently prioritize work responsibilities and complete assignments within required timelines.

Ability to train, supervise and evaluate the work of subordinate staff.

Ability to establish and maintain effective working relationships with coworkers, other agencies and the general public.

Ability to communicate effectively both orally and in writing.

Ability to maintain both written and computerized records and filing systems.

Ability to deal with the general public in a tactful and courteous manner through direct communication, telephone and mail contact.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from senior high school or equivalent with experience performing general office and clerical work including some supervisory experience.

MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent with some experience performing general office and clerical work or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Personnel Director

Department Head

5/2007

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