

MERCER COUNTY

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:		Position Title:	Clerk
Class Number:		Class Title:	Clerk
Dept./Div.:	Board of Elections	Employment Status:	Part-time
Reports to:	Director & Deputy Director	FLSA Status:	Non-exempt
Normal Hours:	8:30am – 5:00pm (Mon.)	EEO Status:	06-Administrative Support
	8:30am – 4:00pm (Tues. - Fri.)	Classification:	Unclassified

GENERAL DESCRIPTION:

The Clerk is responsible for working closely with and supporting the Director and Deputy Director in carrying out programs, projects, studies or other work related to election administration within the Mercer County Board of Elections.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED); with less than one (1) month of experience with County Board of Elections operations; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer, computer software (e.g. Microsoft Office, and other applicable computer software), electronic voting machines, electronic pollbooks, ballot printer, optical scanner, electric letter opener, printer, copy machine, postage machine, folding machine, fax machine, other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in and around crowds; has contact with potentially violent or emotionally distraught persons; has contact with potentially dangerous/fatal infectious diseases; has exposure to possible injury as a result of working with moving mechanical parts of equipment or machines (e.g. electronic voting machine); occasionally required to stand, walk, stoop, kneel, crouch, or crawl on even and uneven surfaces; occasionally required to ascend and/or descend ladders or stairs; occasionally required to lift, carry, push, or pull objects 50 lbs. or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium exertional levels work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

(1) Assists with day to day tasks involving voter registration; performs specialized clerical tasks (e.g., searches records, gathers and organizes data, and summarizes information in reports; etc.); receives new voter registration applications for entire county; reviews and processes voter registration cards; queries

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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statewide voter registration database to check for duplicate voters; contacts other county elections boards to resolve duplicate voter records; issues registration acknowledgement cards; processes confirmation cards; prepares supplies and ballots for nursing home voting by seasonal staff; inputs and processes ballot requests for absentee by mail and in-person/early voters in timely and accurate manner; tracks incomplete requests and notifies applicants of need for correction; processes public records requests; completes online quarterly NVRA report.

(2) Provides courteous and professional assistance to the general public, candidates, and elected officials; greets visitors upon entrance into the office; answers telephone in courteous and professional manner and takes messages for other office staff as needed; responds to inquiries from general public, candidates, and elected officials in person, by correspondence, and over telephone; receives money for filing and petition fees; receives and reviews petitions; issues receipts for all documents and monies received.

(3) Manages office records and files (e.g., sets up, maintains, verifies, and enters records; records necessary information into individual files; etc.); maintains confirmation cards and other notices required by the State; reviews and categorizes provisional ballot envelopes to ensure validity and compliance with law; scans registration cards into VR system; compiles campaign finance records; retrieves, sorts, and distributes office mail; tracks public record requests; assists with organizing, securing, delivery and pick-up of storage supplies (e.g. elections supplies, ballots, precinct kits, etc.); assists with ballot proofing, official count and recounts.

(4) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

(5) Attends staff and Board meetings as assigned; attends training and conferences as approved by the Board.

OTHER DUTIES AND RESPONSIBILITIES:

(6) Performs other duties as assigned.

(7) Requires ability to travel throughout the county to assist voters with absentee voting.

(8) Demonstrates regular and predictable attendance; may be required to work holidays, weekends, evenings or nights outside normal work hours during specific times (e.g., election night).

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MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: modern computer skills and computer applications, including but not limited to Microsoft Office, *DIMS, *DXI, *DassNet; filing policies and procedures; department computer systems; *government structure and process; *department policies and procedures; *department goals and objectives; *applicable state and federal laws and regulations regarding elections; public relations; *geographic layout of jurisdiction; *voting machines; communications.

Skill in: computer operation; word processing; adding machine or calculator operation; use of modern office equipment; operation of data processing equipment; *operation of election equipment.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; read, comprehend, and interpret various laws and regulations; calculate fractions, decimals, and percentages; compile statistical data; read, copy, and record figures accurately; deal with problems involving variables within familiar context; prepare accurate documentation, including well-written reports and routine correspondence; communicate effectively and professionally via telephone and face-to-face with public and with all levels of County and outside agency personnel; respond to routine and sensitive inquiries from public and/or officials; work independently and under stressful conditions; understand a variety of written and/or verbal communications, must have good interpersonal skills; gather, collate, and classify information; develop and maintain effective working relationships; travel to and gain access to work site.

POSITIONS DIRECTLY SUPERVISED:

None.

(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)

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