

SIERRA COUNTY POSITION DESCRIPTION



JOB TITLE: ELECTIONS SPECIALIST
DEPARTMENT: CLERK'S OFFICE
SUPERVISOR: COUNTY CLERK
GRADE: 4
FLSA STATUS: NON-EXEMPT

JOB SUMMARY

Under the direct supervision of the County Clerk, contributes to the efficient daily operation of the County Clerk's Office by performing a variety of administrative election duties. Oversees the daily activities of the office in the absence of the County Clerk or Deputy Clerk. Ensures professionalism in all interactions with internal and external customers.

ESSENTIAL FUNCTIONS

- Provides the public with voter lists, voter labels, and general voting information.
- Records and files documents; enters data about voters into database.
- Determines voter eligibility; processes voter registrations; issues ballots for early voting; and manages absentee applications and ballots.
- Certifies tabulators prior to each election.
- Conducts training with election volunteers prior to each election.
- Assembles, sets up, takes down and stores voting materials, tabulators, machines and other equipment.
- Assists with election recounts as necessary.
- Maintains and updates voter manuals.
- Submits voter reports to Secretary of State.
- Issues and records business and marriage licenses and certificates; assists with probate issues; conducts informal real estate and legal document searches; obtains property cards; duplicates documents and provides certified copies.
- Answers incoming telephone calls, determines purpose of calls and forwards to appropriate personnel or department, ensuring professional telephone etiquette.
- Greets internal and external customers and visitors, determines nature of business, answers questions and directs to appropriate personnel.
- Maintains records of internal and external customer conversations.
- Screens incoming emails and other correspondence; exercises judgment and responds accordingly.
- Receives, sorts, logs and routes incoming mail; receives and processes outgoing mail.
- Ensures proper records retention and management; ensures records are maintained confidentially as appropriate.
- Establishes and maintains effective working relationships with coworkers, staff, other departments, vendors and contractors, community members and the general public.
- Participates in regular meetings as requested.

- Prepares comprehensive and concise verbal and written reports.
- Builds and fosters effective working relationships with others.
- Enhances professional growth and development through participation in seminars, educational workshops, classes, and conferences.
- Executes other tasks and responsibilities as assigned.

****APPLICANT MUST DISCLOSE REAL OR PERCEIVED CONFLICTS OF INTEREST AND MUST ABIDE BY THE GOVERNMENTAL CONDUCT ACT (NMSA 10-16-1 (ET. SEQ.)).***

MINIMUM QUALIFICATIONS

- High School Diploma or equivalent.
- Two (2) years of office experience.
- A combination of relevant education and related work experience may be considered.
- Valid driver's license is required.
- Must be able to successfully pass a background screening / investigation.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Applicable federal, state, county, and local laws, regulations, requirements, principles, and practices pertaining to the responsibilities of the Clerk's Office.
- Department organization, functions, objectives, policies and procedures.
- Principles and practices of file and records management, including electronic and manual archiving.
- Effective principles and practices of customer service and community and public relations.

SKILL IN:

- Leading the work of others.
- Training volunteers on election processes and matters.
- Preparing comprehensive and concise reports.
- Analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Operating various word-processing, spreadsheets, accounting and database software programs in a Windows environment.
- Correct English usage, grammar, spelling, and punctuation.

ABILITY TO:

- Work independently and meet strict timelines.
- Interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Communicate efficiently and effectively both verbally and in writing.
- Exercise independent judgment.
- Maintain confidentiality.

- Interpret applicable federal, state, county and local laws, regulations, and requirements.

PHYSICAL/MENTAL DEMANDS, WORK ENVIRONMENT, EQUIPMENT USAGE

WORK ENVIRONMENT:

Work is generally performed in an office or indoor setting. Occasional work outdoors where incumbent may be exposed to varying temperature and weather conditions. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel may be required for training, meetings, conferences, presentations, and other events.

PHYSICAL/MENTAL REQUIREMENTS:

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively. The employee occasionally is required to move throughout the office/complex/site; climb or balance; bend, stoop, crouch, or crawl; and lift up to 25 pounds. Close vision ability is required. Occasional exposure to dust, fumes, airborne particles and/or allergens. Incumbent may sit for extended periods of time. Position may cause stress and tension; and require incumbent to quickly change position on issues when presented with better alternatives.

EQUIPMENT, TOOLS, AND MATERIALS:

Tools used in performing the essential functions of the job: maps, copier, vehicle, fax machine, telephone, computer, voting machines, general office supplies and equipment, overhead projectors, word processing software, presentation software, and accounting software.

****SIERRA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND WELCOMES APPLICATIONS FROM ALL SUITABLY QUALIFIED PERSONS REGARDLESS OF THEIR RACE, SEX, DISABILITY, RELIGION/BELIEF, SEXUAL ORIENTATION, OR AGE.***