

POSITION DESCRIPTION  
COUNTY OF FLOYD, INDIANA

POSITION: Part-Time Voter Registration Clerk

DEPARTMENT: FLOYD COUNTY CLERK, VOTER REGISTRATION

JOB CATEGORY: (COMOT)

DATE WRITTEN: March 2016

STATUS: PART TIME

DATE REVISED: January 2019

FLAS STATUS: Non-exempt

WAGE: \$10.25 PER HOUR

Incumbent serves as Deputy Clerk– Voter Registration for the Floyd County Clerk’s Office, responsible for updating and maintaining the Floyd County Voter and election records.

DUTIES:

Register new voters, update and maintain the county voter records.

Enters voter information in the SVRS state wide voter system.

Works closely with SVRS staff to maintain the electronic voting records of county residents to ensure accuracy.

Provide voters with up-to-date information relating to registration, voting and election candidates.

Notify county residents of registration, location, or voting changes.

Process absentee ballot applications, record the dates the application is initiated, mailed to voter and returned. Sends the absentee ballot to the voter and records the return of the voted ballot. Ensuring the confidentiality of their vote.

Assists the Clerk in preparing for Primary and General Elections by compiling statistics, preparing poll worker supplies and instructions, generating reports, ordering supplies and training poll workers and seasonal office workers.

Answers phones, provides information and refers callers to more appropriate person or agency; assists visitors with locating voting records.

Maintains communication with personnel from other agencies to request, provide, and or verify vote and election related information. Performs Jury residency verifications.

Performs and/or assists other clerks, as needed or as required by their absence.

Oversees Voter list maintenance; records destruction per retention schedule.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Knowledge of standard office practices, policies, and procedures, and the ability to accurately update and maintain computer records, and process related paperwork accordingly.

Working knowledge of computer terminals, the Internet, word processing.

Knowledge of Standard English grammar, spelling, and punctuation; ability to type with speed and accuracy.

Ability to accurately maintain records.

Ability to effectively communicate with co-workers, personnel from other government agencies, and members of the public in a courteous and tactful manner.

Ability to operate a variety of office machines, including but not limited to; telephone, computer terminal and printer, FAX machine and postage machine.

Ability to maintain confidentiality of Department records and information.

Ability to attend annual overnight conference.

Ability to work extended hours and weekend hours during the election cycles.

Ability to perform the duties of other Department personnel, as needed or as required.

Ability to lift boxes weighing 20 pounds.

Ability to effectively perform all essential duties of the position.

II. RESPONSIBILITY:

Incumbent registers voters, maintains the voter records, prepares for elections, and assists the public in accordance with the established policies and practices of the department, exercising judgment to assure accurate and timely completion of assigned operations. Errors in Incumbent's work are detected or prevented through standard, legally defined procedures, and undetected errors may result in loss of time to correct error.

Incumbent performs duties according to a flexible, customary routine schedule of duties, with priorities determined by the service needs of the public. The work schedule may change as needed to more adequately respond to the needs of the public during the election cycle. Incumbent's work is reviewed in progress and upon the completion of specific duties for adherence to instructions/guidelines.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, county courts, local governmental agencies, SVRS and members of the public for the purpose of providing and maintaining accurate voter history and election records.

Incumbent reports directly to the Floyd County Clerk.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and at a public service counter, with some exposure to hostile or uncooperative individuals. Incumbent is occasionally required to lift boxes weighing 20 pounds or more.