

ELECTION CLERK

GENERAL STATEMENT OF DUTIES: Performs a variety of responsible clerical duties in the County Clerk's Office, Elections Division; work involves ballot coding, voter registration maintenance, and vote tabulation. Performs related duties as required or mandated by the Campaign Finance Reporting Act and Michigan election laws. Works under supervision.

STATEMENT OF TASKS:

Assists with training of employees assigned to the elections division;
Assists employees in the Clerk's Office with difficult situations and/or questions from the public and candidates for public office;
Performs general clerical functions relating to election and campaign finance laws;
Utilize software and database programs to prepare election ballots for printing, including layout, memory card preparation, and election reporting;
Good knowledge of office terminology, procedures, equipment, business mathematics, and grammar;
Fills in for other employees in their absence or when the elections or vital records division is short of help and/or a backlog exists.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of laws pertaining to Campaign Finance Reporting and Elections;
Ability to type 45 net words per minute (wpm);
Ability to operate a computer and related software such as word-processing, data bases and spreadsheets;
Ability to understand and follow complex oral and written directions;
Ability to compose accurate and professional correspondence;
Ability to proofread documents and ballots for accuracy and completion;
Ability to deal with public officials including candidates for public office with courtesy and tact;
Ability to maintain good interpersonal relationships;
Ability to attend work regularly and work under stressful conditions;
Ability to work independently and utilize good judgment.

MINIMUM QUALIFICATIONS:

1 year experience in Genesee County Clerk's Office with 6 months in Elections Division
AND ability to type 45 net wpm.

-OR-

2 years experience in a county, city, or township clerk's office and three (3) years clerical experience involving interaction with the public AND ability to type 45 net wpm.

Established: August 17, 1977
Revised: December 17, 1998
Revised: May 10, 2010
Revised: August 13, 2013


Human Resources Director