



CLINTON COUNTY, IOWA
CLINTON COUNTY AUDITOR'S OFFICE

Job Description | Election Deputy

Job Title:	Auditor's Election Deputy	Job Category:	EXEMPT
Location:	Clinton, Iowa	Travel Required:	Yes
Department:	Clinton County Auditor's Office	Position Type:	Administrative Assistant
Reports to:	Clinton County Auditor	Posting Date:	
Salary Range:	\$53,000 – \$65,000	Posting Expires:	

Applications Accepted By:	
E-mail: auditor@clintoncounty-ia.gov Attention: Clinton County Auditor	Mail: Clinton County Auditor Clinton County Administration Building 1900 N. Third St. PO Box 2957 Clinton IA 52733-2957

General Statement of Work

Performs administrative and supervisory work of the Election's Office, a division of the County Auditor's Office, under the supervision of the County Auditor. Performs related duties as required.

Minimum Qualifications

Qualified applicants should have an associate's degree. Higher education is preferable. Qualified applicants should also be proficient with Microsoft Office Excel, Word and Outlook. Qualified applicants must be detailed oriented and be able to manage strict deadlines. Qualified applicants must be able to work long hours and travel locally and out of town. Qualified applicants must be able to communicate effectively. Qualified applicant must have the ability to represent Clinton County with honesty and integrity.

Essential Job Functions and Duties

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks
- Supervises the Election Office staff in accordance with the applicable laws, collective bargaining agreements and county policies
 - Responsibilities include interviewing, hiring, training, planning and assigning work, appraising performance, rewarding, disciplining, addressing complaints and solving problems of election staff
 - Oversees hiring and training of precinct election officials for all voting precincts.
- Supervises and participates in the registration of voters, reviews and determines eligibility of voters and maintains the registration voter records
- Prepares and implements a plan to conduct each election, including procedures for absentee voting in-office, off-site and by mail; developing proper timeline and schedules, meeting critical deadlines,

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evaluating statistical data to determine necessary support staff, election workers, voting facilities, voting equipment, ballots and supplies

- Assist the County Auditor with the preparation and monitoring of the annual Elections Office budget
- Reviews election laws and monitors proposed and approved legislative changes, implementing them as needed
- Acts as a liaison for Elections functions:
 - Answers questions relating to all aspects of elections, including but not limited to voter registration, absentee ballots, candidate nominations, campaign ethics and finance, U.S. Census information, maps and election signs
 - Prepares and researches election history and answers questions related to candidates and election results.
 - Conducts voting demonstrations and voter registration drives as mandated
- Responsible for all elections materials, supplies, equipment and records:
 - Understands and uses applicable software to prepare elections, ballots, voting equipment and electronic poll book equipment and other software as needed
 - Maintains lists of current office holders for all local county, city, school and township officials
 - Provides voter registration materials
 - Maintains proper retention timeline for election materials and conducts the destruction of expired election materials as mandated
 - Issues certificates of election to successful candidates
 - Purchases, maintains and prepares voting equipment and monitors public testing of all voting machines as required by law
 - Provides for proper security of all election materials and machines
- Inspects and communicates with polling centers, ensuring they meet the necessary requirements
- Prepares and provides notices and sample ballots for elections as required by law
- Prepares and assists the Board of Supervisors in conducting official election canvasses
- Monitors electronic transfer of voter registration records from DOT to the county via the state voter registration database
- Conducts all National Change of Address programs as mandated
- Other duties as assigned

Knowledge, Skills, and Abilities

Knowledge

- Must be able to read and interpret law from the Code of Iowa and Administrative Rules
- Must know be able to use and identify various resources

Skills

- Have an ability to manage time and demonstrate flexibility
- Accurately enter data
- Perform duties with minimal supervision

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- Use word processing, spreadsheet, database, presentation, statistical, e-mail, and Internet software applications
- Consistently meet deadlines

Abilities

- Think independently, rationally, analytically, and critically
- Relate effectively to a variety of County employees and other individuals in a variety of contexts
- Be able to testify in court if needed

Job Summary

This position is responsible for the successful administration of all elections conducted within Clinton County, Iowa. This job includes accurately maintaining voter records and understanding and respecting the electoral process as described in the Code of Iowa.

Administering elections in Clinton County is just one of the many important duties assigned to the Clinton County Auditor's Office. Successful and professional administration of elections is vital in the Auditor's Office.

The Auditor's Election Deputy position works under the supervision of the Commissioner of Elections (County Auditor). The position is responsible for accurate maintenance of voter records and Election Day preparation.

Duties associated with this position include accurate data entry, effective communication with the public, accurate filing, document creation, supervising the Election Clerk and other election staff.

This position requires an associate's degree or equivalent.

To be successful at this position, one should be able to interpret the Code of Iowa and Administrative Rules to plan and conduct various elections, be a competent keyboard operator, be able to effectively communicate with the public and associates, be able to prioritize duties, be able to complete tasks with efficiency and accuracy to meet deadlines and be able to work long hours during election periods including nights and weekends.

This top-level position is a vital position toward the goal of conducting fair and accurate elections in Clinton County.

Licenses, Certificates, and Other Requirements

Appointments will be conditional upon successful completion of pre-employment background checks. Applicant must possess and maintain a valid motor vehicle operator's license and an acceptable driving record. Applicant must complete the State Election Administration training program through Level III within three years of hire and maintain the certification through continuing education.

Type of Work Environment

Work for this position is performed primarily in a typical climate controlled office environment, where there is protection from weather conditions but not necessarily temperature changes.

Physical Demands

Sitting/Standing:	Remaining in the seated position or on one's feet in an upright position for long periods of time. (Approximately 75-90%)
Walking:	The worker needs to occasionally move about inside the office to access file cabinets, office machinery, and supplies. The worker also needs to occasionally move to other meeting locations. (Approximately 20-30%)
Lifting:	Occasionally raising or lowering an object from one level to another (includes upward pulling) up to 50 lbs., including election equipment and office supplies. (Approximately 20-30%)
Carrying:	Transporting an object, usually holding it in the hands or arms, or on the shoulder, including election equipment and office supplies. (Approximately 20-30%)
Fingering/Handling:	Seizing, holding, grasping, turning, picking, pinching, or otherwise working with hand, hands, or fingers (e.g. operating a computer and other office machinery, preparing written materials for public distribution). (Approximately 75-90%)
Talking:	Expressing or exchanging ideas by means of the spoken word to impart oral information to others, including members of the public, and to convey detailed spoken instructions to others accurately. (Approximately 60-80%)
Hearing:	The worker frequently communicates with others, including members of the public. Must be able to interpret questions and exchange accurate information in these situations. (Approximately 60-80%)
Vision:	The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; viewing a computer terminal; extensive reading; and determining the accuracy, neatness, and thoroughness of the work assigned. Some tasks require the ability to perceive and discriminate colors or shades of colors. (Approximately 60-80%)

NOTE: This job description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned in order to meet the ongoing needs of the organization.