

Clinton County, Iowa Job Description

Job Title: Elections Coordinator	Reports to: Clinton County Auditor
Department: Clinton County Auditor's Office	Pay Band: B23
Revision Date: 03/24/2026	FLSA: EXEMPT

SUMMARY:

Under limited supervision, the Elections Coordinator performs professional and technical work for the Clinton County Auditor's Office. Work involves hiring and termination administration of Precinct Election Officials. This position, in part, 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.

Essential Job Duties and Responsibilities:

- Provide customer service support to the office by answering phones and assisting in-person customers.
- Support payroll as a second check and backup when the Payroll Administrator is not available.
- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks

Elections Oversight

- Coordinates the Temporary Elections staff in accordance with the applicable laws and county policies.
- Processes hiring of precinct election officials for all voting precincts.
- Supports the Auditor's training of precinct election officials.
- Works with the County Auditor to prepare and implement 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, evaluating statistical data to determine necessary support staff, election workers, voting facilities, voting equipment, ballots and supplies.
- With Guidance, reviews election laws and monitors proposed and approved legislative changes, implementing them as directed.
- 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, US Census information, maps and election signs.
 - Prepares and researches election history and answers questions related to candidates and election results, with support of the Auditor
 - Conducts voting demonstrations and voter registration drives as mandated.
- Responsible for all elections materials, supplies, equipment and records:

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- 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
- Supports the Auditor with 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.
- Communicates with polling centers regarding the Auditors inspection results, ensuring that they meet necessary requirements.
- Processes address library changes.
- Administrates NCOA record changes, annually.
- Responsible for census redistricting.
- Other duties as assigned.

Minimum Qualifications Requirements - (Education and Experience):

- Qualified applicants should have an associate's degree.
- Elections experience preferred.
- Higher education is preferable.

Minimum Qualifications – (Knowledge, Skills and Abilities):

- The ability to comprehend Iowa Code and Administrative rules.
- Proficiency in Microsoft Office Excel, Word, Power Point and Outlook.
- Detail oriented in presentation of documents, reports, lists and correspondence.
- Ability to manage strict deadlines.
- Ability to work long hours and travel locally and out of town.
- Ability to interact with a variety of people and communicate effectively.
- Ability to represent Clinton County with honesty and integrity and uphold a positive image.
- Maintain a variety of files and records consistent with departmental or regulatory requirements.
- Proficiency of business administration including payroll and payables function.

Language Skills:

- Ability to read and comprehend general business and legal documents.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from a variety of people in English using appropriate terminology and language.

General Skills and Knowledge:

- Knowledge of County funding process.
- Knowledge of reporting timelines.
- Ability to manage time and demonstrate flexibility.
- Accurately enter data.
- Perform duties with minimal supervision.
- Collect information from various sources, receive and check documents for accuracy, for completeness and conformance to prescribed rules and regulations.
- Ability to testify in court if needed.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to think independently, rationally, analytically and critically.

Work Environment:

- Noise – Moderate (example: business office with computers and printers, light traffic)
- Ability to work at times within stressful and confidential situations.
- Working with the public can cause exposure to unpredictable smells in example: perfume, smoke, body odor.

Physical Demands:

- Standing or being stationary – Approximately less than 1/3 of on-the-job time.
- Walking or traversing – Approximately less than 1/3 of on-the-job time.
- Sitting or being stationary – Approximately greater than 2/3 of on-the-job time.
- Use of hands to finger, handle or feel or otherwise operate, activate, use, prepare, inspect, place, detect, or position items– Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms or otherwise secure objects at a distance – Approximately less than 1/3 of on-the-job time.
- Stoop, kneel, crouch, crawl or otherwise position ones self to move – Approximately less than 1/3 of on-the-job time.
- Weight lifted/force exerted – Occasionally requires lifting objects up to 40 pounds.
- Carrying – Occasionally transporting an object, usually holding it in the hands or arms, or on the shoulder, including election equipment and office supplies.
- Vision – Most tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Close visual acuity to perform an activity such as: preparing and analyzing data and figures;

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viewing a computer terminal; extensive reading, and determining the accuracy, neatness, and thoroughness of the work assigned.

- Talking/Hearing or otherwise communicate, detect, converse with, discern, convey, express oneself, exchange information – Approximately greater than 2/3 of on-the-job time.

Certificates, Licenses, Registrations:

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.

Supplemental Information:

- Clinton County is an EEO employer and will engage in the interactive process where necessary to determine if a reasonable accommodation can be implemented to permit any person to perform the essential functions of the job.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Employee Signature: _____

Employee Printed Name: _____

Date: _____