

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Election Administrator Assistant/Absentee Voting**

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Exempt (Y/N): No

DEPARTMENT: County Clerk

DATE REVISED: September 2012

SUPERVISOR: County Clerk, Chief Deputy  
County Clerk, Election Administrator

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**SUMMARY:**

The incumbent is responsible for data entry, maintaining and updating all absentee ballots for Washington County. Work involves very close mental demand and interaction with the public and various agencies. Works closely with Secretary of State and with the Federal Voting Assistance program for military and overseas voters. Completes and files reports on absentee voting with the Pentagon Dept to ensure that Washington County follows all legal requirements concerning military and overseas voters. Initiate and install new ideas for efficient operations. Ensure that each situation is handled according to County policies. Provides assistance to public, attorneys and various departments. Accurate data entry is of vital importance. Incumbent is responsible for issuing correct ballot and all necessary documentation for returning ballot so each vote is countable. Incumbent is responsible for backing up the Election Administrator in the coordination of all voting practices and requirements for Washington County.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Coordinate all voting activities associated with absentee ballots for Washington County.
2. Complete registration of voters including designation of precinct/school districts; address change, pulls and new voters.
3. Resolve problems and deal with customers in a professional manner.
4. Perform data entry to include new registration, address changes, and voter cancellation. Corresponds with voters during year for address changes.
  - a. New Registrations to include data entry of all voters, including designation of precinct and school districts from the 9-1-1 files and maps.
  - b. Address changes to include the designation of precinct and school district, which corresponds with new address.
  - c. Name changes-perform data entry on all name changes to include pulling old name from master file and inserting new card.
5. Coordinate Early and Absentee Voting for Washington County data entry including:
  - a. Look-up proper voter, enter method of voting, and person obtaining ballot.
  - b. Works closely with Secretary of State and with the Federal Voting Assistance program for military and overseas voters. Completes and files reports on absentee

- voting with the Pentagon Dept to ensure that Washington County follows all legal requirements concerning military and overseas voters.
- c. Print out application of early voter for signature.
  - d. Pull PROPER ballot that corresponds with voter precinct. (primary elections 240 ballots, general elections 120 ballots).
  - e. Explain process of marking, depositing and voting ballot to early voter. For absentee voter, mail ballot along with all documents and instructions for voting and returning ballot.
  - f. Maintain numbered list of all early and absentee voters.
  - g. Work with Postal Services in Little Rock each year for QBRM address confirmations.
  - h. Enter candidate information and develop ballot faces for election commissioners.
  - i. Review and check printed ballots for election commissioners.
6. Mail notification ID cards to all new registrants confirming registration.
  7. Mail notification ID card confirming address change indicating new precinct and polling place to voters who have changed address.
  8. Maintain other records such as deaths, convicted felons, voter affidavits, returned letters and ID cards.
  9. Scan signatures of voters that have voted at polls from signature lists into computer, and make necessary address changes from polls.
  10. Prepare signature lists and materials for 56 polling places. Check in all signatures lists on election night along with any mobile phones loaned to rural polling places.
  11. Assist in the office, accept and issue records for marriage licenses, court documents, etc.
  12. Purge and file annual voter lists of individuals who have not voted within the last four years. Notify all inactive voters by mail.
  13. Balance cash drawer and prepare bank deposits.
  14. Supervise part-time/full-time voter registration employees during elections to ensure compliance with state and federal laws.
  15. Ensure that all activities are professionally and ethically performed in accordance with the law to protect the individual rights of Washington County.

#### **SUPERVISORY RESPONSIBILITIES:**

During absence of Election Administrator the incumbent supervises 6 part-time and 3 full-time employees during elections. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include training employees, planning, assigning and directing work, and addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Minimum of high school diploma or general education degree (GED). Desirable to have previous experience with governmental institution. Four (4) years previous office experience, which includes experience in taking and transcribing minutes. Two years post high school with emphasis on computer and data processing is needed. The incumbent should possess good typing, strong computer skills, and excellent interpersonal skills; have strong written and verbal communication skills. The incumbent must have working knowledge of general office machines such as computer, copier, fax, printers, etc.

**INITIATIVE AND INGENUITY:**

This individual must be a self-starter and proceed without supervision in order to keep up with the volume of voter registration mailed in on a daily basis. The incumbent must be capable of making decisions on proper precincting of voters without direction from others. The individual must be able to think quickly and effectually to research information for the customer.

**MENTAL DEMAND:**

Must be able to concentrate on a high level. The incumbent must be able to multitask at a moments notice.

**ANALYTICAL ABILITY/PROBLEM SOLVING:**

The individual requires continuous attention to details. They must have the ability to second-guess and problem solve with little information or wrong information. They must have the ability to use common sense in order to carry out written, oral or diagrammed instructions and the ability to deal with problems involved in a situation of a routine nature.

**RESPONSIBILITY FOR FUNDS:**

Money passes through the incumbent's hands on a daily basis. It is their responsibility to accurately collect and receipt fees.

**RESPONSIBILITY FOR ACCURACY:**

The individual in this position must possess above average computer skills and above average accuracy in data entry. The incorrect data input could affect the out come of elections and/or disenfranchise someone's right to vote.

**ACCOUNTABILITIES:**

The incumbent is accountable not only to the County Clerk's Office but to the public as a whole. They are accountable to the Board of Equalization, voters, election workers, abstractors, attorneys, court system, etc. One error in data entry would be monumental to an individual's life. This involves issuance of marriage license, voter registration, early voting, filing probate documents and DBA's.

**CONTACTS WITH PUBLIC:**

Deputy Clerk's have contact with the public constantly. Their daily job as office clerk or by way of telephone, it is mandatory to be courteous, understanding, and helpful. They must have the ability to effectively communicate information and respond to questions in person-to-person and small group situations with customer, clients, and general public.

**CONTACTS WITH EMPLOYEES:**

The incumbent must have a high degree of camaraderie to work together daily. They must be able to get along with their fellow employees and cover for each other.

**OTHER SKILLS and ABILITIES:**

The incumbent should possess accurate data entry and typing skills, strong computer skills, and excellent interpersonal skills when dealing with public and other employees. They must have knowledge of modern office practices, procedures, and equipment and have strong communication skills, accurate data entry and typing skills, and have working knowledge of general office machines such as calculator, copier, fax, printer, etc.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must frequently sit and to talk or hear; occasionally stand and walk; use hands to finger, handle or feel objects. Also, the employee must occasionally reach with hands and arms. Specific vision abilities required by this job include close vision. The employee must frequently lift or move up to 10 pounds and occasionally be required to lift or move up to 25 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.