

WASHINGTON COUNTY
Job Description

JOB TITLE: Election Administrator

Exempt (Y/N): No

DATE REVISED: September 2012

DEPARTMENT: County Clerk's Office

SUPERVISOR: County Clerk, Chief Deputy
County Clerk

SUMMARY:

The Election Administrator is accountable for the coordination and implementation of a system of permanent personal voter registration in excess of 100,000 voters for Washington County. The incumbent must maintain the system as a means of determining that all people who cast ballots in school, presidential, general, special and primary elections in this state are legally qualified to vote in such elections, in accordance with the Constitution of Arkansas and the Constitution of the United States. This person is responsible for the redistricting of streets into correct precincts and school districts after the annual census. Work involves very close mental demand and interaction with the public and various agencies with 50-500 contacts daily. This individual coordinates early voting in Washington County. During general election years as many as 20,000 early voters must be processed during a 2 week voting period. Incumbent must constantly initiate and install new ideas for efficient operations of system as well as flow of voters during election periods. In addition, this position is responsible for learning and training the Election staff on the State's voter registration software system. This individual is responsible for compiling deadline calendars for all candidates, which determines filing dates for candidate reports for each election. Solve problems which may occur and to ensure each situation is handled according to county policies. Incumbent is responsible for maintaining and implementing the NVRA Act of 1996 and the HAVA Act of 2003.

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

1. Coordinate all voting activities for Washington County inclusive of offsite voting.
2. Complete registration of voters including designation of precinct/school district.
3. Resolve problems and deal with customers in a professional manner.
4. Perform data entry to include new registration, address changes, and voter cancellation as described herein:
 - 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 includes:
 - 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 cards 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 signature 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 voters lists of individuals, which 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.
16. Ensure all voter registration problems are handled in a timely manner and efficiently.

17. Prepare election reports, calculate dates for elections and reports to be filed and send reports to Pentagon on elections.

SUPERVISORY RESPONSIBILITIES:

The Election Administrator directly 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; appraising performance; 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. Six (6) years office experience and excellent computer skills and have specialized knowledge of election laws. 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.

MENTAL DEMAND:

The activities of this job require organizational skills and the ability to work under pressure with a constant awareness that actions are subject to scrutiny by the general public and others. 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 the County Clerk's Office but to the public as a whole. They are accountable to the 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 and determine deadline dates for candidate reporting.

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 excellent 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 a calculator, copier, fax, printer, etc. Must have knowledge of state/federal/county voting laws and procedures. Must have the ability to read maps and determine specific locations.

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 talk or hear; occasionally stands 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 occasionally be required to lift 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.