

Deputy Clerk Coordinator-Elections

Salary

\$23.26 Hourly

Location

Clerk-Treasurer - Minden, NV

Job Type

Full Time

Department

Clerk

Job Number

18/19-00017

Closing

9/7/2018 4:00 PM Pacific

Apply here: <https://www.governmentjobs.com/careers/douglasconv/jobs/2176426-0/deputy-clerk-coordinator-elections>

DESCRIPTION

Responsible for leading and performing administrative support duties related to the County's election functions, including serving as lead for seasonal election workers; serves as a member of the Clerk Minute and Recording Team to clerk board meetings.

ESSENTIAL FUNCTIONS

- Assists with conducting of elections and processing election documents; registers voters, keys voter data into computer, and other election related duties as assigned.
- Assists in coordinating election database setup and testing, maintaining voter registration database, conducting voter file purges, preparing required reports for the Secretary of State, verifying petitions, and maintaining voter history files.
- Assists in maintenance of military, overseas, and regular absentee voter database, to include issuing, verifying, and tabulating absentee ballots and performing absentee ballot reconciliation.
- Assists with the preparation and distribution of election-related pamphlets, brochures, instructional guides, advertising and promotional materials; may maintain Clerk-Treasurer's website.
- Maintains the Polling Worker databases; assists with assigning precincts to polling locations, ensuring that poll sites are handicap accessible, fully supplied, and operationally prepared for election-day activities.

- Assists the general public, customers, and/or County employees, on the telephone or in person; answers questions, explains rules, policies, and procedures, and provides information as appropriate; resolves complaints in an efficient and timely manner, referring matters requiring policy interpretation to supervisor for resolution.
- Provides lead direction, training and work review to assigned staff.
- Performs a variety of general office support duties such as organizing and maintaining various files, typing correspondence, reports, forms, and specialized documents, and proofreading and checking materials for accuracy, completeness and compliance with departmental policies and regulations.
- Prepares reports and summaries of activities; ensures accurate and timely completion of transaction records for associated agencies and County Departments.
- Performs duties of the Deputy Clerk as needed, such as answering inquiries on the phone and at the public counter; handles fictitious firm files, marriage licenses, notary bonds, dog licenses, and minister certificates; accepts passport applications and outdoor festival permits.
- Monitors departmental activities, production, efficiency and quality control; makes recommendations for policy and procedural improvements and assists in the implementation of such improvements.
- Serves as Clerk to various board meetings as a member of the CMART team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS

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.

Education and Experience:

High School diploma/GED; AND four (4) years of administrative/clerical experience and/or elections experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Use of specified computer applications including word processing and involving the management of databases or spreadsheet files and the development of special report formats.
- Business arithmetic.
- Financial record keeping and bookkeeping practices and techniques.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with the public, in person and over the telephone.

- Federal, Nevada State and County election laws, codes, regulations and procedures.
- Computer applications, particularly related to election operations.
- Repair and maintenance of electronic computer voting machines.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, including relations which are confrontational or strained.

Skill in:

- Planning, directing and reviewing the work of others on a project or day-to-day basis.
- Training others in policies and procedures related to the work.
- Performing general office and financial support duties.
- Interpreting, applying and explaining laws, rules, regulations, policies and procedures.
- Reviewing and resolving varied office administrative problems.
- Organizing, researching, coordinating and maintaining election files and data bases.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within established procedural guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Organizing own work, setting priorities and meeting critical deadlines.
- Dealing successfully with the public, in person and over the telephone, including relations which are confrontational or strained.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Driver's License.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Mobility to work in a typical office setting and use standard office equipment; strength and agility to lift and carry up to 20 pounds; stamina to sit and stand for extended periods of time vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone.

CONDITIONS OF EMPLOYMENT:

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *Employment is contingent upon successful completion of background/screening.*
3. *Douglas County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.*

Supplemental Questions

01

What is your highest level of completed education?

- High School or GED
- Associates/Vocational Degree
- Bachelor Degree
- Master's Degree or Higher
- Other Related Degree
- None of the Above

02

How many years of administrative/clerical experience do you possess?

- No experience
- Less than 2 years
- 2 - 3 years
- 4 - 5 years
- 6 or more years

03

How many years of election experience, within local government, do you possess?

- No Experience
- Less than 2 years
- 2 – 3 years
- 4 - 5 years
- More than 5 years

04

How many years of customer service experience do you possess?

- 1 year or less
- 1 - 2 years
- 3 - 4 years
- 5 years or more

05

Please select your level of proficiency in Microsoft Excel.

- Basic
- Intermediate
- Advanced
- None of the above

06

Please describe an experience in which you analyzed a complex issue, system, or process which resulted in your submission of a policy recommendation to management. Detail the recommendation(s) you made, any changes that were implemented, and the outcome of your recommendation.

07

Please describe your experience planning, organizing, coordinating, and managing programs, projects, operations, and/or services. Highlight any work experience related to public elections, if any.

08

Please describe your experience developing professional relationships with public officials, community groups, other agencies, and/or the general public.

09

Please describe any experience training/guiding staff or experience in reviewing the work of other staff in an organization? Please describe this experience in detail and indicate the length of time and location where you performed these tasks.

10

Please describe any prior experience applying election laws, rules and procedures in a local election office.

11

Please describe any prior work experience where you held significant responsibility for a complex program that required extensive training.

12

Will you be able to provide a current valid Driver's License and DMV history report (10 year) if offered employment?

- Yes
- No

13

Briefly, describe why you are interested in the Deputy Clerk Coordinator- Elections position with the Clerk-Treasurer's Office.

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Douglas County employees are required to uphold the County's Values and are evaluated based upon these Values. MISSION STATEMENT Working together with integrity and accountability, the Douglas County team is dedicated to providing essential and cost-effective public services fostering a safe, healthy, scenic, and vibrant community for the enjoyment of our residents and visitors. VALUES STATEMENT Integrity - We demonstrate honest and ethical conduct through our actions. Accountability - We accept responsibility for our actions. Customer Service - We deliver efficient and effective service with an attitude of respect and fairness. Leadership - We establish the tone and direction for success motivating and inspiring others to accomplish a shared vision. Communication - We ensure open dialogue through proactive listening and sharing of information throughout the organization and the community. Teamwork - We work together to achieve shared goals. Do you understand Douglas County's Mission and Values Statement's and will you be able to uphold them if hired?

- Yes
- No

Required Question