



TWIN FALLS COUNTY
invites applications for the position of:
Elections Clerk

SALARY: \$14.32 Hourly

OPENING DATE: 10/29/18

CLOSING DATE: 11/07/18 10:00 PM

POSITION INFORMATION:

Apply online at www.twinfallscounty.org.

Testing is required for this position. We must receive your test results by the posting deadline for you to be considered for this position. Testing is conducted by the Idaho Department of Labor Magic Valley Office. Their hours are Monday –Friday from 8 a.m. – 5 p.m. To receive the testing links; call 208-735-2500, email magicvalleymail@labor.idaho.gov , or visit the Department of Labor Magic Valley Office at [420 Falls Avenue](#) in Twin Falls.

Please note: If you took tests through the Department of Labor for a company other than Twin Falls County, your tests scores are not automatically sent to us and you will need to mail, email, or fax them to our office **before** the posting deadline to be considered for this position.

Tests required: Basic Office Skills; Data Entry (alpha-numeric); & General Typing.

Tests will be kept on file for six (6) months. When you retest, we will use your most recent test score for each position for which you apply.

JOB DESCRIPTION:

CLASSIFICATION SUMMARY

Performs administrative and clerical duties and may be assigned as a specialist in the services offered by the assigned department. Employees in this class perform a wide range of office support functions using independent judgment in applying existing policies and procedures to complete assignments. This involves knowledge of multiple procedures and program guidelines to make decisions. Employees respond to non-routine inquiries and explain department services, policies, procedures and rationale for decisions to customers. Employees typically utilize a variety of computer operations and/or specialized software to complete daily assignments. The classification's primary and diverse duties include creating, reviewing and processing documents and records, identifying and correcting errors and omissions on documents received from staff, and/or public, performing data entry, maintaining records, scheduling appointments and making travel arrangements. Work is usually performed in or near a front counter or office where customers can easily be accommodated.

DUTIES / RESPONSIBILITIES:

ESSENTIAL DUTIES AND RESPONSIBILITIES (illustrative only and may vary by assignment)

- Answers incoming phone calls and greets walk-in customers, provides general information to the public, answers questions and inquiries, and provides referrals to other departments or staff as needed;
- Compiles an inventory of election supplies and orders when needed;
- Completes data entry of voter registration cards, absentee requests, and party affiliations;
- Opens absentee ballots;
- Verifies signatures on petitions and candidate files;
- Assists candidates and political parties with public records requests for campaigns;
- Prepares campaign packets;
- Processes absentee requests for elections;

- Recruits and trains poll workers; secures polling places and maintains contact lists;
- Schedules poll worker training; schedule work crews;
- Marks ballot test decks; proofs ballots and tests computer portal and tabulator equipment;
- Secures and checks polling places; delivers supplies as needed;
- Processes payroll claim forms to pay election personnel and polling sites;
- Accepts and/or reviews paperwork/applications from customers;
- Compiles, copies, sorts and files/records of office activities, business transactions and other activities;
- Provides clerical and support services to staff members as needed, including but not limited to, taking messages, setting appointments, providing information, processing and preparing documents and correspondence, screening and distributing mail, preparing and tracking mailings and legal notifications, and inputting data into central computer system;
- Maintains accurate and complete records, files and documentation;
- Creates word processing documents and spreadsheets and/or works with specialized department software;
- Responds to Commissioners', elected officials', County employees' and citizens' questions and comments in a courteous and timely manner;
- Sorts incoming county mail and processes outgoing county mail;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Communicates and coordinates regularly with appropriate co-workers to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Maintains strict confidentiality in all cases;
- Assists other department and County employees as needed or requested.
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Provides backup for other staff as needed;
- Indexes old records books;
- Performs other duties as assigned.

QUALIFICATIONS:

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Federal and state laws and regulations pertaining to elections and reporting;
- Current office practices and procedures, including data entry;
- Record keeping and filing practices and procedures;
- English grammar, spelling, punctuation, and composition;
- Basic bookkeeping and cash handling;
- Customer service procedures, techniques, and objectives;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Provide effective customer services with patience and accuracy;
- Assess problem situations and develop effective answers, with or without the supervisor's help;
- Perform duties with accuracy and attention to detail;
- Prepare reports on activities as requested;
- Enter and retrieve data accurately and efficiently into a computerized system;
- Typing (30 WPM)
- Establish and maintain accurate records and files, both computerized and hardcopy;
- Speak clearly and communicate accurate information to others;

- Use English to communicate effectively with others;
- Proficiently operate computers, software programs, such as Microsoft Word, Excel, PowerPoint, or similar office software to create documents and other materials, maintain information, and generate reports;
- Listen carefully to, understand, and effectively communicate through oral, written, and interpersonal communication channels;
- Follow verbal and written instructions;
- Work independently and exercise initiative, with general guidance and supervision;
- Use good judgment to make sound and reasonable decisions and problem-solving skills to respond to customer service needs in accordance with laws, ordinances, regulations and established policies;
- Maintain a professional demeanor at all times;
- Maintain confidentiality;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity the performance of assigned tasks and solving problems;
- Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE AND TRAINING:

- High school diploma or GED;
- One year's experience in an office, preferably in the public sector; or
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

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

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials, or manipulate tools used in performing the essential functions of the classification, and reach with hands and arms. The employee must (occasionally or frequently) lift and/or move up to 25 pounds and, infrequently, up to 50 pounds. Specific vision abilities required by this classification include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person and by telephone. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate.

If you need reasonable accommodation in participating in and/or completing the County's application process, contact Human Resources at (208) 736-4174. For the hearing impaired, please contact Idaho Relay (TTY) at 1-800-377-3529.

Per Idaho Code, Title 65, Chapter 5, Twin Falls County will afford a preference to employment of veterans. If claiming veteran's preference, you must attach or otherwise submit a copy of your DD-214 to your application.

EEO / VETS / DRUG FREE WORKPLACE

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.twinfallscounty.org>

Position #201800070
ELECTIONS CLERK
EB

P.O. Box 126
Twin Falls, ID 83303
208-736-4174

hr@co.twin-falls.id.us

Elections Clerk Supplemental Questionnaire

- * 1. Testing through the Department of Labor is required for this position. Tests must be complete before the posting deadline. Please note: If you took the required test(s) through the Department of Labor for a company other than Twin Falls County, they are not automatically sent to us. Please forward official test scores to Twin Falls County before the posting deadline to be considered. Testing requirements can be found on the job posting. Have you completed the required testing?
 - Yes, I have taken the required tests or plan to do so by the posting deadline.
 - No, I have not completed the required tests and I understand my application may not be considered.
- * Required Question