



**MARION COUNTY**  
invites applications for the position of:  
**Elections Clerk**

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**SALARY:** \$15.70 - \$21.02 Hourly

**OPENING DATE:** 01/18/19

**CLOSING DATE:** 02/04/19 11:59 PM

**THE POSITION:**

**GENERAL STATEMENT OF DUTIES**

Performs a wide variety of specialized clerical duties related to voter registration file maintenance, preparation for, and conduction of elections in a non-partisan manner. Prioritize and manage multiple tasks in compliance with state and federal laws, rules, and regulations and at the direction of the Elections and Recording Manager.

**SUPERVISION RECEIVED**

Works under the supervision of the Elections and Recording Manager who assigns work, sets goals and reviews work for accuracy and conformance to department standards and who provides guidance for independent judgment and decision making in accordance with laws, rules, and regulations.

**SUPERVISION EXERCISED**

Supervision of other employees is not a responsibility of positions in this class; however, may exercise lead direction, managing and training over temporary employees and election board workers as required to carry out assignments of established goals and objectives.

**TYPICAL DUTIES - DUTIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Maintains Marion County voter registration files including active, inactive, pending and canceled. Enters registration data into statewide registration system. Proofreads and edits data entered. Implements and maintains procedures related to voter eligibility.
- Receives, reviews, processes, and files Candidacy filings, Voter Pamphlet filings, and Initiative, Referendum and Recall petitions.
- Understands addressing library, which assigns voting jurisdictions according to residence address. Assists with jurisdictional mapping.
- Compiles, evaluates statistics, and prepares concise reports for special districts, campaigns, etc.
- Provides training to temporary staff and election board workers.
- Assists in the implementation of the National Voter Registration Act of 1998 (NVRA) and Help America Vote Act of 2005. This includes coordinating agency-based registration with 30 agencies in Marion County; maintaining accountability for each registration card received into the election office; compiles data and prepares concise reports used by the federal government; prepares procedures and directs the issuing of ballots in the election office according to UOCAUA, NVRA and HAVA regulations.
- Processes and maintains absentee requests and files. Files include military, long-term, over-seas, snow birds, students, temporary and permanent. Responsible for absentee correspondence, ballot requests and mailings.

- Assists in receiving, processing and managing returned Vote by Mail ballots, including voted and undeliverable.
- Directs customer service with general public.
- Interprets statutes relating to all phases of elections.
- Assists in administration of elections as assigned and needed.
- Back up staff in Licensing and Recording

**REQUIREMENTS FOR THE POSITION:  
EXPERIENCE AND TRAINING**

1. Graduation from high school or GED equivalent; preferably supplemented by courses in office procedures; AND
2. Three (3) years of progressively responsible office experience in a team environment, preferably including one (1) year in an election-related environment; OR
3. Any satisfactory equivalent combination of education, training, and/or experience relevant to the position.

**NECESSARY SPECIAL REQUIREMENTS**

- Applicants may be required to pass an assessment of job-related skills in order to qualify for interview. Selected applicants will be contacted individually to participate in the assessment.
- The finalist for this position may be required to pass a criminal history background check; however, conviction of a crime may not necessarily disqualify an individual for this position.
- Must possess a current driver's license in the applicant's state of residence and an acceptable driving history. Marion County will obtain a copy of the driving record for all qualified applicants from Driver and Motor Vehicle Services and review the driving record according to the Marion County policy and procedure for Driving on County Business. The policy can be found at: <http://apps.co.marion.or.us/APAP/>.
- This is a full-time position, which is eligible for overtime.
- This position is represented by a union.
- Typical Work Schedule: Monday through Friday, 8:00 am - 5:00 pm, with flexibility depending upon the needs of the department and program.

**KNOWLEDGE, SKILLS AND ABILITY**

Knowledge of: Oregon election and registration laws; election office procedures; modern office equipment, computer systems, and proprietary software application, practices, procedures and techniques; office record keeping and reporting systems; organizational and time management practices; English composition, spelling and grammar; editing and proofreading techniques; and effective verbal and written communication skills.

Skilled in: operating variety of office equipment including multi-line telephones, multi-functional copiers, printers, scanners, and election equipment; multiple software programs including data processing of input and output reports; evaluating data to prepare clear and concise reports; cash handling techniques and practices; managing multiple deadlines and projects simultaneously; strong organizational skills; and providing customer service in a courteous, professional manner.

Ability to: establish and maintain cooperative and professional working relationships with

coworkers, agencies, the public, and the media; work efficiently, independently and as a team member; operate under stress in a fast-paced, transparent environment; provide a high level of accuracy in all data products; multi-task; be flexible with work assignments; share personal workspace with public observers; willingness to work overtime; willingness to accept division parameters for vacation times; and provide backup to other positions as needed.

### **PHYSICAL REQUIREMENTS**

Operates a motor vehicle; sees using depth perception; stands; sits; moves about the work area; bends forward; reaches; grasps; stoops; lifts, pushes, pulls, and carries up to 15 lbs.; climbs a 4 step safety ladder; operates a keyboard; uses rapid-mental/hand/eye coordination; speaks clearly and audibly; reads an 12 pt. font; hears a normal level of speech; repetitive motion of hands and wrists;

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EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will be considered without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, or sexual orientation. To ensure the broadest range of services to individuals with disabilities, Marion County is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.

This announcement is meant only as a descriptive recruitment guide and is subject to change. Further, it does not constitute either an expressed or implied contract.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.co.marion.or.us/BS/HR/Pages/jobs.aspx>

Position #042-2019-1  
ELECTIONS CLERK  
SC

PO BOX 14500  
Salem, OR 97309  
(503) 566-3949

[humanresources@co.marion.or.us](mailto:humanresources@co.marion.or.us)

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