



## **JOB ANNOUNCEMENT:**

**Title of Position:** Deputy Auditor/Elections/Commissioner Minutes

**Hours:** Monday thru Friday, 8:00am-5:00pm

**Office:** Latah County Auditors Office

**Starting Salary:** \$18.24-\$20.64/hr plus benefits DOE

**Brief Job Description:** Reviews, scans, indexes and files all Commissioners Proceeding minutes with any associated documents in an electronic retrieval system for the purpose of preserving the records and for retrieval by the public or county for reference. Election duties include entering, scanning, filing and purging election records, scanning voter history from poll books into Secretary of State database for all elections and assisting with the absentee voting process. Other election duties include ordering and organizing election supplies and equipment for each precinct for Election Day, scheduling polling places, delivery and pickup of election equipment, recruiting and hiring poll workers and preparing election materials for training. Assists public with marriage licenses, passports, recording and document searches.

### **REQUIRED QUALIFICATIONS:**

**Education:** High School Diploma or equivalent plus one year of college or prior experience.

**Specific Skills:** Ability to deal courteously and tactfully with the public, proficient computer entry skills. Good written and verbal communication skills. Excellent organizational skills and ability to work effectively with frequent interruptions. Must be able to prioritize job duties and work with accuracy and little supervision. Able to maintain confidentiality. Valid Driver's License necessary.

**How to Apply:** Applications and full job description available online at [www.latah.id.us/employment](http://www.latah.id.us/employment). Completed application, accompanied by resume and references must be returned to the Latah County Auditor's Office, 522 S. Adams St. Room #101, Moscow.

**Position open until filled.**

**LATAH COUNTY  
JOB DESCRIPTION**

**JOB TITLE: Deputy Auditor/Elections/  
Commissioner Minutes**

**DATE REVISED: November 19, 2015**

**DEPARTMENT: Clerk/Auditor/Recorder**

**REPORTS TO: County Clerk**

**JOB SUMMARY:** Reviews, scans, indexes and files all Commissioner Proceeding minutes with any associated documents into an electronic retrieval system for the purpose of preserving the records, and for retrieval by the public or county reference. Election duties consists of entering, scanning, filing, and purging election records; assisting with the Absentee Voting process, ordering election supply materials to be used at the polls; scheduling polling sites, preparing poll worker election materials; hiring and recruiting poll workers; securing polling place contracts for election day, and supervising the pickup and return of all election equipment and materials. Assist the public with marriage licenses, passports, recording, and document searches.

**DUTIES AND RESPONSIBILITIES:**

- Manages the scanning, indexing, and filing of all Commissioner Proceedings and associated documents.
- Organize, file and maintain miscellaneous records.
- Assists with completion of public records requests questionnaires and surveys, or other record retrieval information.
- Assist with preparing letters, generating reports, and filing or purging records as directed.
- Assist with answering and directing telephone calls, front counter customer service duties including: issuing marriage licenses and passports, record searches, cash handling, and writing receipts.
- Assist public with requested information including retrieval of plats, surveys, road maps, historical records.
- Maintains taxing district contact file, and develops spreadsheet as assigned for tracking various kinds of information.

*Election Duties:*

- Enters election registration card information into state wide voter program and purging unneeded registrations, updating voter information, scanning voter information into the system, and meeting voter notification requirements pursuant to Idaho Code.
- Reviews voter registrations for accuracy, enters voters into the computer system, and files the registrations cards alphabetically.
- Recruit, hire, and schedule poll workers for all elections.
- Schedule poll worker trainings and mail out all training materials to poll workers for both city and rural precincts.
- Assist with poll worker trainings, including set up, take down and printing training materials for Election Day instructions.
- Prepare poll worker payments schedule.
- Schedule and contract for meals and refreshments on Election Day.
- Secure polling sites for each precinct for the election.
- Prepare Motion and Order for BOCC to designate precinct sites and authorize Mail Ballot Precincts.
- Provides assistance to the Auditor Assistant with Absentee Ballot processing.
- Handles ballot rejections, challenges, and updates from the jury wheel.
- Order and organize the needed supplies and equipment for each precinct for Election Day. Oversee the security and distribution of all ballots once placed in the precinct boxes.
- Supervise Part Time Irregular help with the assembly of precinct supplies.
- Manage election supply pick up and return schedules.
- Assist with Election Statistic Report which will be included in the Board of County Commissioners canvass.
- Responsible to maintain election information and records in election file drawers.
- Notify and set schedule for counting room personnel.

- Maintains log of past and present precinct workers and payments.
- Scans voter history from poll books into Secretary of State database for all elections.
- Coordinate with CAI to merge the ITD Drivers Licenses list with the Id Voter Registration list to create the jury wheel.
- Other election duties as needed throughout election process.

*Additional Duties:*

- Prepares Resolution for transport or purge of public records or documents. Tracks where all records are stored and maintain an information file for reference.
- Other Duties as Assigned

**Qualifications:**

- High School degree or equivalent, plus one year of college or equivalent.
- Two (2) years training in bookkeeping, finance or equivalent experience.
- Proficient at computer entry skills, and written and verbal communication skills.
- Excellent organizational skills and ability to work effectively with frequent interruptions.
- Ability to deal courteously and tactfully with the public
- Ability to establish and maintain harmonious working relationships with co-workers and the public.
- Must be able to prioritize job duties and work with accuracy and little supervision.
- Ability to maintain confidentiality.
- Valid Driver's License.

**Typical Physical Requirements:**

- Sitting with intermittent moving in an office environment, lifting of office supplies (e.g., binders, registers, etc.), talking and hearing (in person and by telephone), memorizing, and seeing (e.g., documents, etc.).
- Manual dexterity to perform office functions (e.g., typing, filing, collating, operating office machines, 10-key, etc.).
- Repetitive motion required 50% of workday (e.g. data entry, typing, collating, operating office machines).
- Climbing, stooping, kneeling, crouching, pushing, pulling, standing, and walking.