

INGHAM COUNTY JOB DESCRIPTION

ELECTION/CLERK COORDINATOR – COUNTY CLERK

General Summary:

Under the broad administrative direction of the County clerk, serves as a confidential assistant to the County Clerk and serves as the first level Election/Clerk Coordinator in the Clerk's office with responsibilities that include the review of filing and petitions, ballot preparation and distribution, computer tabulation, order and providing election supplies, training election workers, certifying election results, and coordinating all other aspects of elections. Review and determine compliance with campaign finance laws, notify candidates of violations and fines owed. Coordinates Election web-based initiatives. Assists the County Clerk and Chief Deputy Clerk in fulfilling his/her statutory duties as Clerk of the Board of Commissioners. Assists with vital records transactions. Assists in the development and monitoring of the annual budget.

Essential Functions:

1. Coordinates voting activities with cities and townships by providing officials with information concerning the voting process and campaign financing and notifies them of requirements as set forth by law, rules and Secretary of State notices.
2. Develops procedures to accept election filings.
3. Collects and assimilates information needed for ballot preparation and oversees the preparation, editing and proofing of ballots generated on ballot printing software.
4. Programs necessary technology to conduct election and coordinates election web-based services.
5. Discusses problems, concerns and election law requirements with local clerks, candidates, and the general public.
6. Consults with the State Elections Bureau regarding election matters. Plans and organizes the duties and activities of the County Board of Canvassers and the County Election Commission.
7. Solicits bids for supplies and services and consults with the Clerk on which vendor should be selected. Orders all election, voter registration, and campaign finance supplies, including supplies for voting machines. Verifies billings, distributes supplies to local jurisdictions and maintains inventory.
8. In conjunction with the Chief Deputy Clerk, prepares and monitors the annual budget and advises the County Clerk of the status. Assures appropriate distribution of costs to various funding sources.

9. Develops forms, documents, informational brochures, training materials and provides training for election inspectors.
10. Bills local jurisdictions for items relating to elections. Maintains an invoice log and records payments as they are received.
11. Provides assistance to the County Clerk and Chief Deputy Clerk in fulfilling his/her statutory duties as Clerk of the Board of Commissioners. Assures timely and accurate preparation of minutes. Assures staffing to meetings and records processing, record votes and actions on agenda items. Directs preparation and maintenance of files for all Board actions, including minutes, resolutions, indexing, and completion of special requests as directed by the County Clerk. Maintains resolutions of continuing effect original contracts and resolution files.
12. In the absence of the County Clerk or Chief Deputy Clerk represents the County Clerk's Office to the media on election issues and at election-related meetings of various boards and commissions.
13. Responds to inquiries and determines the best solutions within rules, regulations and County procedures.
14. In coordination with the County Clerk and Chief Deputy Clerk oversees staff.
15. Provides assistance to the Ingham County Gun Board, including processing and issuing Concealed Pistol License.

Other Functions:

16. Performs other duties as directed and/or delegated by the County Clerk and Chief Deputy Clerk.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications:

Education: Bachelor Degree required.

Experience: One to two years of progressively more responsible or expansive experience providing a familiarity with the State election laws and election procedures. Experience preferred with computer systems related to that used in the elections process.

Other Requirements: Must have excellent interpersonal and communication skills with an emphasis on customer service. Must be able to resolve disagreements, disputes, or conflicts that assist the customer yet stay within the confines of law and policy. Leads training and educational sessions involving new policies and changes as a result of law. Must be able to perform high quality and complex managerial and bookkeeping functions. Must have excellent computer skills and the ability to learn new systems quickly. Must have excellent time management skills. Must have possession of a valid Michigan driver's license. Must be free of Federal or State felony conviction as well as any misdemeanors relating to breach of trust, fraud, embezzlement, or dishonesty in carrying out a responsibility involving public trust.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements:

[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

With or without accommodations, this employee must be able to work responsibly alone to manage the Election functions of the County Clerk and perform high quality and complex managerial and bookkeeping functions. Must be capable of managing own time. May lift, carry, push, and/or pull weights up to 30 lbs. across the office occasionally during the day. Stands, sits, bends, and squats throughout the day for varying lengths of time. Climbs ladders and stairs to access shelves and storage areas occasionally throughout the day. Must be able to operate a PC and other computers using windows environment on a wide area network. Must be able to attend for the purpose of this work, evening meetings. Answers and utilizes standard voice telephone for communications with the general public.

Working Conditions:

Works in office conditions.

Must be able to drive to various offices and agencies throughout the County. Must be able to work evenings and extended hours.

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