

Job Title: Asst. Clerk - Elections **Prepared By: County Clerk**
Classification: Full-time **Prepared Date: May 25, 2015**
Department: Clerk **Approved By: Human Resources**
Reports To: County Clerk & Deputy **Approved Date: 2/3/2016**
Location: 525 E. Grand Ave. **FLSA Status: Non-Exempt**

Job Summary: Under direct supervision, performs a variety of election activities including, but not limited to, voter registration, record maintenance, election coordination, and public relations. To provide information and assistance to elected officials and department heads and/or assigned staff, and the general public.

Supervision Received and Exercised: Receives general supervision from the County Clerk and the Deputy County Clerk.

Essential Duties and Responsibilities:

Important and essential duties may include, but are not limited to, the following:

- Answers questions from the general public, election districts, political parties, candidates and other relevant parties in relation to election laws and procedures.
- Processes voter registration forms, withdrawal notifications, and notices of death.
- Processes federal postcards from UOCAVA voters.
- Maintains and documents information in the voter registration database.
- Corresponds with applicants to obtain missing information and to notify changes in registration status.
- Researches voter registration status as requested.
- Coordinates with the County Attorney and the City of Laramie on resolutions required for ballot initiatives.
- Assists in the appointments of qualified members of counting boards, poll works and absentee boards.
- Assists in the review of the validity of petitions for special district elections, local initiatives and referendums.
- Provides assistance to the Boards of Directors of Special Districts on successive Board elections.
- Processes absentee ballots, candidate filings, and receipt and expenditure reports.
- Facilitates voter outreach programs.
- Responsible for the voter registration purge process.
- Prepares correspondence to candidates, political parties, election judges, Canvassing Board members and notifies candidates of late filings,
- Assists in the training of staff and poll workers in relation to computer systems and the conduct of elections.

- Creates certification for County-wide races and ballot measures, reviews certification from the Secretary of State and the City Clerk.
- Code, proof and test ballots.
- Invoices election costs to school districts, City of Laramie and special districts.
- Maintains and orders election equipment and supplies.
- Assists in the testing, maintenance, repair and storing of election tabulation software and hardware.
- Oversees the recruitment of election judges.
- Assists with the coordination of election judge training; the administration of oaths and issues certificates to judges.
- Assists in the coordination of the absentee ballots for the Absentee Board on Election Day and provides assistance to the Absentee Board regarding handling, verifying and tabulating results.
- Assists in the coordination of election night activities including the tabulation of results, certifying unofficial results and transmitting them to the Secretary of State's Office.
- Assists in the preparation for the canvass of election.
- Prepares certification reports.
- Assists with the Canvassing Board meeting.
- Prepares minutes for record of the Canvassing Board.
- Reviews precinct boundaries, prepares precinct maps, and maintains database of assigned address throughout the County.
- Liaises with the Secretary of State's Office and the Census Bureau in relation to preparations for re-districting, makes recommendations on re-districting and coordinates boundary.
- Processes candidate filings, expenditure and receipts reports, and political action committee reports.
- Maintains records of candidate filings for the media and public.
- Liaises with the City Clerk's Office, the GIS Office, the County Assessor's Office and the Planning Office in relation to researching and verifying newly assigned City and County addresses; enters information into the address database of the voter registration system.
- Must be available to conduct voter registration at "Freedom Has a Birthday" on July 4th.
- Adhere to safe work practices and procedures.
- Perform other duties as assigned or required.

Qualifications/Requirements:

- Knowledge of election operations, processes, and standards.
- Knowledge of election laws and procedures.
- Knowledge of election management and voter registration systems.
- Knowledge of ballot format and content.
- Knowledge of election equipment and supplies.
- Knowledge of voter outreach programs.
- Knowledge or processes for handling, verifying and tabulating election results.
- Working knowledge of Excel, Outlook, Publisher and Adobe Acrobat.

- Skill in coordinating all aspects of election operations and activities.
- Skill in preparing for, conducting and canvassing an election.
- Skill in overseeing and training election judges.
- Skill in gathering and interpreting voter/election statistical data.
- Skill in reviewing precinct boundaries and making recommendations on re-districting.
- Skill in coordinating the day to day activities of the election department.
- Skill in processing voter registration forms and candidate filings.
- Skill in providing and coordinating voter outreach assistance.

Education/Training/Experience:

- High School Diploma or equivalent preferred and one year experience in office records and communication or an equivalent combination of education, training and experience.
- Must have a valid driver's license.
- Must be a citizen of the United States.
- Must be a qualified elector.
- Must be Bondable.