

BANNOCK COUNTY
CLASS SPECIFICATION

DEPUTY CLERK– ELECTIONS/JURY

Department: Clerk /Recorder
FLSA Designation: Non-Exempt

Pay Grade: 4
Effective Date: 10/04, 08/09

Purpose of Class

Shall be able to do basic clerical data entry duties, filing and voter registration activities with accuracy and consistency. Shall work closely with the Election Administrator/Jury Commissioner to assist in maintaining the election and the jury database. Assists in providing qualified jurors for court proceedings; performs related work as required.

Primary Function

The principal function of an employee in this class is to provide effective customer service, provide general clerical support, and perform a variety of technical duties and records maintenance. Duties include typing, filing, copying, researching documents and preparing letters or documents using various software applications as directed by the Supreme Court and/or the Secretary of State. These functions require focus, attention to detail, and quality customer service. A Deputy Clerk must possess strong clerical and customer service skills; he/she has acquired knowledge of department functions through on-the-job experience and is a department-related specialist with a good working knowledge of department policies and procedures. The work is performed under the supervision of the Election Administrator/Jury Commissioner, although some latitude is granted for independent judgment using standard practices to resolve customer issues or correct procedures. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities (will vary by assignment)

- Establish and maintain efforts to keep partisan political advantage free of the Bannock County Election procedures;
- Establish positive communication efforts with the public are fostered and promoted sufficient to encourage broader voter participation;
- Answers incoming phone calls and assists the public, provides general information to jurors, candidates, political parties and the general public. Answers questions and inquiries, provides specific information about jury duty and elections, and provides referrals to other departments or staff as needed;
- Inputs data into the Internet jury data basis as directed by the Supreme Court and an Internet data basis for a Statewide Voter Registration system and processes documents or information in prescribed manner;

- Assists political parties and candidates with precincts, voter registration, and helps with references from the ID-Code election laws. Assists candidates with filing dates, petitions, and filing related reports;
- Reads County and city maps to determine voting precincts, legislative districts, and school zones;
- Assists with re-drawing precincts and commissioner districts.
- Relates and interprets applicable laws, ordinances, codes, and policies;
- Modifies voter registration database for address changes, precinct changes, name changes, and modifies voter files following elections;
- Prepares, distributes and maintains a variety of documents, correspondence, log sheets, applications, and related documents;
- Processes absentee ballots by preparing physical ballots, assist absentee voters during election period; assists with the preparation of absentee ballots for nursing home, assistant living, and retirement centers. Sets up meeting times to help senior citizens be ready to vote absentee or assists them to their proper precinct.
- Assists with election activities including ballot preparation, poll book assembly, preparing supply boxes for precincts, special petitions, and related duties;
- Maintains and services 55 Ballot Marking Devices (AutoMarks) that is mandated by the Federal Election Laws;
- Prepares voted ballots to be counted on Election Day;
- Operates 650 Optical Scan counters;
- Breaks down materials used at Election Central after processing voted ballots;
- Maintains all necessary materials for storage that is required to be kept by law;
- Assists in preparing all election material for recounts;
- Assists potential jurors, provides information, orients prospective jurors and directs them to proper court areas;
- Documents persons responding to jury calls;
- Assists in giving daily updates regarding jury service and replaces the recording for the jurors;
- Assists in maintaining and updating master list of citizens eligible for jury duty;
- Processes and mails summons for jury duty;
- Processes return forms, researches different data basis's and books for updated material corrections;
- Follows up on forms not returned;
- Assists in calls, and assigns the potential jurors needed for daily court proceedings;
- Assists in preparing jury lists for Court;
- Updates database of juror status and current information;
- Assists the Elections Administrator/Jury Commissioner by researching and interpreting actions, policy and procedures as relates to current legislation, in the areas of Federal and State Election Law, and Jury organization.
- Operates standard office equipment, a personal computer, and job-related software;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required by Idaho Code;
- Attends election training meetings on a yearly basis;
- Learns the new Legislative laws that deals with elections and updates their knowledge concerning the Idaho Code 34;
- Attends Ballot Marking Device training;

Competency Requirements

Knowledge of:

- Operation of standard office equipment, standard hand tools, including a personal computer and job-related software applications;
- Federal, state, and local Court statutes, codes, and policies and procedures for maintaining a master list of eligible citizens and issuing calls for jury service;
- Court and related legal procedures, processes, and terminology;
- Customer service procedures, techniques, and objectives;
- Idaho code relating to elections;
- English grammar, spelling, punctuation, and composition;
- Current office practices and procedures;
- Record keeping practices and procedures.
- Knowledge of updated jury laws and procedures.

Ability to:

- Follow written and oral instructions and communicate effectively both orally and in writing;
- Evaluate and analyze customer needs to provide exceptional customer service;
- Learn department functions thoroughly to provide general information and explain detailed department processes and procedures;
- Maintain records efficiently and accurately and to prepare clear and concise reports;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management, meet deadlines, and set project priorities;
- Maintain strict confidentiality;
- Operate standard office equipment, standard hand tools and a personal computer including program applications appropriate to assigned duties;
- Accurately estimate the number of potential jurors needed for Court proceedings and issue calls to fill the need with qualified citizens;
- Establish and maintain effective working relationships with the public, jurors, supervisory personnel, court personnel, and local elected and appointed officials, and other County employees under occasionally stressful conditions;
- Communicates effectively both orally and in writing;

- Work independently and make appropriate decisions when supervision is not readily available;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Willing to cross train in other jobs within the department.

Acceptable Experience and Training

- High school diploma or GED equivalency is required, supplemented with college level education or a bachelors degree in a related field is preferred;
- Two (2) years general clerical experience, in an elections or jury office position, is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Notary Public certification is required;
- Be willing to put in extra time when needed;

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer, standard hand tools and standard office equipment;
- Sufficient personal mobility, flexibility, agility, and balance, ability to lift 30 pounds frequently during elections, stand for long periods of time during elections, work at a keyboard for an extended period of time, with or without reasonable accommodation, which permits the employee to work in an office environment.