

**BANNOCK COUNTY**  
**CLASS SPECIFICATION**

**SENIOR DEPUTY – ELECTIONS ADMINISTRATOR/  
JURY COMMISSIONER**

Department: Clerk /Recorder  
FLSA Designation: Non-Exempt

Pay Grade: 13  
Effective Date: 10/04, 8/09

**Purpose of Class**

Performs a variety of complex and responsible administrative duties in compliance with federal, state, and County statutes and established procedures in the Elections and Jury offices; performs related work as required.

**Primary Function**

The principal function of an employee in this class is to perform administrative and supervisory duties involving planning, conducting, and managing elections in Bannock County and processing and maintaining consistent and correct jury wheel procedures. This position directly supervises Deputy Clerk positions in the Elections/Jury office and numerous temporary workers during elections. The work is performed under the supervision of the County Clerk, but considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment, courthouse and various polling places throughout the County.

**Essential Duties and Responsibilities (will vary by assignment)**

- Processes and maintains a correct jury wheel, answers jurors questions, preparing documents and correspondence for jurors;
- Aids and assists Magistrate and District judges by summoning and preparing panels for jury duty including preparing documentation for attorneys and court personnel and orienting jurors about courtroom procedures and being selected as a potential juror;
- Determines the number of potential jurors required for upcoming trials;
- Determines if jurors are allowed to be postponed or excused, keeping jury pools clean for judges;
- Prepares orders for judges to show cause for those jurors who fail to appear and recommends sanctions;
- Prepares accounts payable requests to pay jurors;
- Assists the County Clerk in planning and conducting elections in Bannock County to comply with federal, state and County ordinances by planning procedures, facilities, and needed staff, training and overseeing volunteers at polling places, coordinating details related to records, and supporting materials needed for elections, and other administrative tasks according to Idaho Primary and General Election Calendar;

- Hires, trains, evaluates, supervises and provides assistance to elections/jury staff daily;
- Programs and manages Election Registration Software for election reports on election night and tabulating reports, testing the 550 scanners and the software for the Logic and Accuracy Test for election verification;
- Coordinates absentee voting by verifying voter identification, issuing correct ballots, and securing voted ballots;
- Plans, develops, and implements staff training programs for the elections process;
- Creates and ensures accurate election board payables and submits to Auditors office after verification;
- Provides information courteously and positively to the public and Bannock County staff in areas of registration, elections and passports policies and procedures;
- Assists candidates with filing dates, petitions, and filing related reports according to Idaho code;
- Certifies election results and prepares the canvass for the County Commissioners and the Secretary of State;
- Assists sub districts within Bannock County with their elections;
- Maintains registration files and codes registrations for precincts, schools, highways, and other districts; assigns proper coding for sub-districts and interrupt maps and districts;
- Ensures inventory of forms and supplies is current and available, and orders supplies;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

#### **Other Duties and Responsibilities**

- Works extended hours during elections;
- Performs other related duties as required.

#### **Competency Requirements**

Knowledge of:

- Organization and functions of local government and municipalities;
- Federal, state and County codes relating to elections and jury selection;
- Operation of standard office equipment, standard hand tools, and a personal computer using job-related software applications;
- English grammar, spelling, punctuation, and composition;
- Basic mathematical computations;
- Basic management, training, and supervisory practices and policies;
- Current office practices and procedures.

Ability to:

- Read and interpret complex laws, rules, and regulations;
- Maintain records efficiently and accurately and to prepare clear and concise reports;
- Establish and maintain effective working relationships with other County employees, supervisory personnel, state and local elected officials, and the public;

- 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 and scheduling functions, meet deadlines, and set project priorities;
- Operate standard office equipment, standard hand tools, including a personal computer using program applications appropriate to assigned duties;
- Communicate effectively both orally and in writing and type accurately;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency is required and bachelor's degree in public administration is preferred; and
- Four (4) years office experience is required, preferably in an elections and/or jury commission environment; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Special Qualifications**

- Idaho drivers license is required.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and 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 and review, evaluate, and prepare a variety of written/typed documents and text materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and a personal computer;
- Sufficient personal mobility, flexibility, agility, and physical reflexes, with or without reasonable accommodation, which permits the employee to lift up to 30 pounds, to sit and work at a keyboard for an extended period of time, and work in an office, courthouse or precinct environment.