

LIVINGSTON COUNTY JOB DESCRIPTION

ELECTIONS SPECIALIST/DEPUTY CLERK

Supervised By: Elections Manager/Deputy Clerk
Supervises: No supervisory responsibility
Department: Clerk
FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Elections Manager/Deputy Clerk, this position is responsible for providing information and assistance to elected officials, candidates, and the public regarding the election process. Assists the Elections Manager in implementing and enforcing Michigan Election Laws. Assumes responsibility for departmental operations in the absence of the Elections Manager as so directed. Performs essential job functions of a Vital Records Clerk when assigned to the Vital Records Division. Coordinates federal passport services provided to the public.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Provides technical assistance and emergency advice to local election administrators concerning the use and operation of voting systems, election procedures, filing deadlines, and election results. Ensures compliance with laws and regulations according to the type of election, voting system, and the political unit involved.
2. Provides technical guidance to government officials, candidates, and the public for all county, state and federal primary, general, and special elections ensuring compliance with federal and state laws.
3. Receives and verifies the legal sufficiency of petition and affidavit documents from elected officials, candidates, and the public to initiate the process of filing for office. Ensures affidavit and/or petitions are filed in accordance with state law. Certifies petition signatures and ensures compliance with state law.

4. Assists with programming and preparation of ballots for all elections. This includes layout, coding, proofing, mailing of ballot proofs, as well as the data entry of ballot information to ensure compliance with Michigan ballot standards.
5. Assists with the coordination of the county's early voting plans, consolidated school agreements, and the administration of election grants through the State of Michigan.
6. Assists with providing technical support and guidance to local clerks during early voting and on election day to ensure compliance with election law, resolving voting system issues, and facilitating smooth election operations.
7. Conducts poll worker training classes as needed to support the Director of Elections.
8. Coordinates classes and locations for poll worker training. Reviews and compiles training materials. Prepares and distributes training certificates upon successful completion of training by election inspectors.
9. Assists with the administration of the Campaign Finance Act for all local and county level candidates. Reviews all campaign finance statements and assists the Elections Manager with compliance of campaign finance deadlines to ensure validity of campaign finance fines when assessed.
10. Coordinates the Passport program and scheduling of passport appointments. Maintains status as a certified passport agent. Maintains all passport related records.
11. Assists with conducting post-election audits. To maintain compliance with the Michigan Constitution, Elections Specialist must not be an elected precinct delegate and must not serve on the executive committee of a local political party.
12. Assists with the coordination and conducting of election recounts and election recalls.
13. Initiates voter cancellation in the statewide qualified voter file for electors who died within Livingston County.
14. Serves as a receiving board member on election night.
15. Assists the Board of Canvassers following each election.
16. Assumes responsibility for departmental operations in the absence of the Elections Manager as so directed.
17. Regularly performs the functions of a Vital Records Clerk when assigned to that division of the County Clerk's Office. Access to birth records is prohibited.
18. Assists the Elections Manager by monitoring legislative changes related to the election process.

19. Closes cash register daily, counts receipts and deposits funds at Treasurer's office. Maintains petty cash drawer.
20. Assists with accounting functions within the Elections Division and Vital Records Division.
21. Performs all other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Associates Degree or equivalent and three years of progressively more responsible experience in clerical and office administration.
- Two years of full-time work experience in an election-related position.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Certified as a Notary Public, Deputized Clerk, Accredited Election Official, and Federal Passport Agent.
- Certified Cash Handler.
- Valid Michigan Vehicle Operator's License.
- Ability to attend training conferences required to attain and maintain certifications that will enhance the performance of required job duties.
- Thorough knowledge of the principles and practices of election processes, procedures, and activities, records management, and office procedures.
- Considerable knowledge of election terminology, election day processes and procedures, voter registration procedures, vital record documents, processing vital records, DBAs, and concealed pistol permits, balancing receipts, and maintaining detailed and accurate records in both electronic and non-electronic formats.
- Strong working knowledge of office procedures, file setup and maintenance, math and bookkeeping principles, and application and administrative support techniques.

- Strong skills in proofreading, performing arithmetic calculations, and maintaining accounts and records.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and the ability to learn software applications and databases utilized by the Clerk's Office.
- Skill in the use of document imaging software and equipment.
- Skill in the use of specialized election equipment including but not limited ballot marking devices, scanning equipment, and specialized election software.
- Ability to attend meetings scheduled at times other than normal business hours.
- Ability to work more than 24 hours consecutively on election day.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view, and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop, and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 50 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight. The employee must be able to work over 24 hours consecutively on election day.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.