

WASHINGTON COUNTY
Job Description

JOB TITLE: Deputy Clerk II-Voter Registrar

Exempt (Y/N): No

DATE REVISED: May 2009

DEPARTMENT: County Clerk

SUPERVISOR: County Clerk, Chief Deputy
County Clerk, Election Administrator

SUMMARY:

Under the direction of the County Clerk, the Deputy County Clerk provides many support services to the County Clerk's office by providing assistance to attorneys and the general public. The incumbent is responsible for data entry, maintaining and updating all voter registration records for Washington County. This position must be able to handle and increasing number of voting events and voting volume. In addition, the incumbent will train and become familiar with new voting software through WebX training. Work involves very close mental demand and interaction with the public and various agencies. In addition the incumbent provides assistance to the public in taking and issuing marriage license, filing & recording minister credentials. The incumbent also answers the telephone, opens and distributes mail. All functions must be performed efficiently and in accurate, timely, and professional manner as data entry and records are of vital importance. This position requires cross-training to be the back-up to the Deputy Clerk II Equalization Executive Secretary position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Coordinate the increasing volume of all voting activities for Washington County.
2. Complete registration of voters including designation of precinct/school districts; address change, pulls and new voters.
3. Resolve problems and deal with customers in a professional manner.
4. Perform data entry to include new registration, address changes, and voter cancellation on the State's new voter registration software.
5. Coordinate Early and Absentee Voting for Washington County data entry including;
 - a. Look-up proper voter, enter method of voting and person obtaining ballot.
 - b. Print out application of early voter for signature.
 - c. Pull PROPER ballot that corresponds with voter precinct. (primary elections 240 ballots, general elections 120 ballots)
 - d. Explain process of marking, depositing & voting ballot to early voter. For absentee voter, mail ballot along with all documents and instructions for voting and returning ballot.
 - e. Maintain numbered list of all early and absentee voters.
 - f. Data entry and interpret maps.

6. Mail notification ID cards to all new registrations confirming registration.
7. Mail notification ID card confirming address change indicating new precinct and polling place to voters who have changed address.
8. Maintain other records such as deaths, convicted felons, voter affidavits, returned letters and ID cards.
9. Scan signatures of voters that have voted at polls from signature lists into computer, and make necessary address changes from polls.
10. Prepare signature lists and materials for 56 polling places. Check in all signatures lists on election night along with any mobile phones loaned to rural polling places.
11. Assist in the office, accept and issue records for marriage licenses, court documents, etc.
12. Balance at the end of Equalization Board session with Assessor's office on all changes made by the Board.
13. Prepare Equalization Board abstract and file with Assessment Coordination Division in Little Rock.
14. Type and mail Equalization Board statements to all persons who have met with the Board concerning their assessments.
15. Ensure that all activities are professionally and ethically performed in accordance with the law to protect the individual rights of Washington County.
16. Ensure all voter registration problems are handled in a timely manner and efficiently.
17. Balance cash drawer at the end of each workday.
18. Receive and receipt cash for each transaction.
19. Prepare reports, changes in data base address in voter system.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Minimum of high school diploma or general education degree (GED); three (3) years previous office experience which includes experience in taking and transcribing minutes. Requires excellent computer

skills, one (1) year data-processing experience is necessary. The incumbent should possess good typing, strong computer skills; excellent interpersonal skills; have strong written and verbal communication skills. The incumbent must have working knowledge of general office machines such as computer copier, fax, printers, etc.

INITIATIVE AND INGENUITY:

This individual must be a self-starter and proceed without supervision in order to keep up with the volume of voter registration mailed in on a daily basis. The incumbent must be capable of making decisions on proper precincting of voters without direction from others. The individual must be able to think quickly and effectually to research information for the customer.

MENTAL DEMAND:

Must be able to concentrate on a high level. The incumbent must be able to multi-task at a moments notice.

ANALYTICAL ABILITY/PROBLEM SOLVING:

The individual requires continuous attention to details. They must have the ability to second-guess and problem solve with little information or wrong information. They must have the ability to use common sense in order to carry out written, oral or diagrammed instructions and the ability to deal with problems involved in a situation of a routine nature.

RESPONSIBILITY FOR FUNDS:

Money passes through incumbent's hands on a daily basis. It is their responsibility to accurately collect and receipt fees.

RESPONSIBILITY FOR ACCURACY:

The individual in this position must possess above average computer skills and above average accuracy in data entry. The incorrect data input could affect the outcome of elections.

ACCOUNTABILITIES:

The incumbent is accountable not only the County Clerk's Office but to the public as a whole. They are accountable to the voters, election workers, abstractors, attorneys, etc. One error in data entry would be monumental to an individual's life. This involves issuance of marriage license, voter registration, early voting, filing probate documents and DBA's.

CONTACTS WITH PUBLIC:

Deputy Clerk's have contact with the public constantly. Their daily job as office clerk or by the way of telephone, it is mandatory to be courteous, understanding, and helpful. They must have the ability to effectively communicate information and respond to questions in person-to-person and small group situations with customer, clients, and general public.

CONTACTS WITH EMPLOYEES:

The incumbent must have a high degree of camaraderie to work together daily. They must be able to get along with their fellow employees and cover for each other.

OTHER SKILLS and ABILITIES:

The incumbent should possess accurate data entry and typing skills, strong computer skills, and excellent interpersonal skills when dealing with public and other employees. The ability to learn, understand and use the State's new voter registration software. They must have knowledge of modern officer practices, procedures, and equipment and have strong communication skills, accurate data entry and typing skills, and have working knowledge of general office machines such as calculator, copier, fax, printer, etc.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must frequently sit and to talk or hear; occasionally stand and walk; use hands to finger, handle, or feel objects. Also, the employee must occasionally walk, stand, and reach with hands and arms.

Specific vision abilities required by this job include close vision.

The employee must frequently lift or move up to 10 pounds and occasionally be required to lift or move up to 25 pounds.

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate.