

**POSITION DESCRIPTION  
COUNTY OF CASS, INDIANA**

**POSITION:** Deputy Clerk/Voter Registration  
**DEPARTMENT:** Clerk  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** COMOT (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** February 2010

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Cass County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Deputy Clerk/Voter Registration for the Cass County Clerk's Office, responsible for maintaining accurate registration and voting records, providing access to records, and assisting the public.

**DUTIES:**

Oversees voter registration, including processing and mailing voter registration cards, verifying precinct assignment of voters, and ensuring compliance with standard operating procedures of the Statewide Voter Registration System (SVRS).

Answers telephone and greets office visitors, responding to inquiries, providing information and assistance, verifying voter registration and precincts, and/or directing callers to appropriate individual, department or agency.

Assists with establishing precinct boundaries as required by law and appropriately assigning voters to new precincts.

Registers new voters and/or re-instates voters by executing affidavit, assigning to proper precinct, and entering required information in computer.

Processes transfers of registered voters who have moved, entering new information in computer and adjusting precinct documents. Purges deceased voters from computer, precinct files, and office files.

Reviews absentee applications and sends out and receives absentee ballots.

Prepares and maintains statistical reports of registration activities and number of voters in each precinct, ward or township before each election.

Prepares candidate kits for filing, including finance forms and manuals, and processes declaration of candidacy forms within established deadlines. Certifies signatures on petitions filed by prospective candidates and verifies candidates are registered voters in the County. Ensures availability of statement/reports for public viewing or copying.

Prepares legal notices of candidates, polling places, dates of absentee voting, and elections in compliance with established regulations and deadlines.

Maintains inventory of supplies for election and absentee voting.

Prepares election documents and polling lists for use by precinct election board members on Election Day, maintaining accurate street lists and maps of individual precincts.

Attends meetings and assists in training and directing field registrars and election poll workers, including preparing packets of registration forms for field registrars and responding to questions from poll workers on Election Day.

Provides assistance and responds to questions from voters and poll workers on Election Day. Ensures on-site vendor assistance for equipment problems and maintains telephone log of Election Day calls.

Arranges for check-in of sealed election results, assists precinct Inspectors and Judges with certifying election results as tabulated, and assists in preparing precinct results for the public.

Records vote after each election and enters in computer. Assists in certifying election results with the Indiana Election Division.

Performs other related duties as assigned.

#### **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

Knowledge of and ability make practical application of customary and prescribed policies, practices and legal requirements of the County Clerk's Office.

Knowledge of Indiana codes, statutes, and voting laws and regulations, and ability to coordinate elections, prepare ballots, oversee voting operations, and effectively impart factual information to co-workers and the general public.

Working knowledge of standard accounting practices/principles and ability to assure proper preparation and maintenance of campaign finance statements and financial records.

Working knowledge of standard office procedures and computer software programs used by the Clerk's Office, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of County precincts, wards, and townships, and ability to read County maps.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence, documents and detailed written reports as required.

Knowledge of standard filing systems and ability to create and maintain Department files.

Ability to perform the statutory duties as prescribed for the County Clerk's Office as authorized by the Clerk.

Ability to properly operate standard office equipment, such as computer, telephone, copier, fax machine, scanner and label printer.

Ability to effectively communicate orally and in writing with co-workers, other County departments, election candidates, Voter Registration Inspectors, State Election Board, County officials, and members of the general public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with difficult persons.

Ability to understand, memorize, retain and carry out oral and written instructions and present findings in oral or written form.

Ability to compile, collate and classify data, make determinations, and take action based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high volume operations.

Ability to apply knowledge of people and/or locations and plan/layout assigned work projects.

Ability to maintain positive public relations and plan/present voter registration presentations and special events.

Ability to occasionally work extended hours, evenings and/or weekends and occasionally travel out of town for training, sometimes overnight.

## **II. RESPONSIBILITY:**

Incumbent performs duties according to standard Department policies and guidelines with priorities primarily determined by service needs of the public and seasonal deadlines. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. On rare occasions, decisions are made in the absence of specific policies and/or guidance from supervisor. Errors in work are primarily detected or prevented through supervisory review. Undetected errors could result in loss of time to correct error and/or inconvenience to other agencies or the public.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, election candidates, Voter Registration Inspectors, State Election Board, County officials, and members of the public for purposes of exchanging/verifying information and explaining/interpreting policies and procedures.

Incumbent reports directly to Clerk.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, keyboarding, lifting/carrying objects weighing 25 to 50 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, close/far vision, speaking clearly, hearing sounds/communication, and handling/grasping objects.

Incumbent occasionally works extended hours, evenings and/or weekends and occasionally travels out of town for training, sometimes overnight.