

LINN COUNTY CLASSIFICATION

TITLE: ELECTIONS SUPERVISOR

NUMBER: 052

PAY RANGE: 17

CATEGORY: MANAGEMENT/EXEMPT

APPROVAL ORDER

NUMBER: 99-586

DATE: November 23, 1999

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Responsible for conducting all elections in Linn County and ensuring all election processes are performed within State and federal laws and guidelines. Supervise and participate in the performance of specialized clerical and administrative duties in conducting the activities of the elections section of the County Clerk's Office.

SUPERVISION RECEIVED: Works under the general supervision of the County Clerk who assigns duties, establishes policies and general procedures, advises on difficult or unusual problems and reviews work for effectiveness and adherence to established procedures and statutes.

SUPERVISION EXERCISED: Exercises direct supervision over a few clerical subordinates on a permanent basis; supervises many part-time employees during peak registration periods and during elections; participates in the selection of new personnel; assigns duties, provides training, schedules leaves of absence, resolves grievances, evaluates performance and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Receive candidate filings and file according to law; receive candidates' financial reports and ensure they are accurately completed.
2. Review the validity and supervise the checking of initiative, referendum, recall and candidacy petitions.
3. Notify newspapers of candidacy openings in special districts and notices of measures. Compile list of candidates and measures to be placed on the ballot.
4. Receive and direct the maintenance of records and files on registered voters, candidates' notices of intention and statements of election expenditures.
5. Answer questions from the general public, election districts, and candidates regarding election laws and procedures. Give information on changes in the laws and directives from the office of the Secretary of State.
6. Appoint qualified applicants as election board members, instruct them as to the opening and closing of polls, the maintenance of order at polling places, general election procedures and related duties.

7. Establish precinct boundaries in order to keep all precincts at proper size and notify voters of their proper precinct numbers.
8. Supervise the preparation of materials for elections; secure polling places and arrange for voting equipment to be set up; draft ballot forms and prepare specification for ballot printing; order poll books and ballot cards; prepare, advertises and posts election notices.
9. Receive sealed ballot boxes when polls close, supervise the counting of ballots; check tally sheets and certify total vote received by all candidates; maintain custody of ballots during period of possible contest of elections; send certified official count to Secretary of State.
10. Serve as liaison between the elections section and data processing services in the development and maintenance of computerized election and voter registration systems.
11. Provide direct supervision and training for full-time clerical employees and part-time employees utilized during elections; advise on difficult problems; supervise voter registration, absentee voter records maintenance and election set-up procedures through subordinate clerks.
12. Maintain complex set of maps showing district boundaries and accompanying detailed address library.
13. Provide statistical reports, certifications and billings for election districts and the state.
14. Maintain four Satellite Offices throughout Linn County and supervise up to 300 temporary employees during elections.
15. Develop and maintain effective, harmonious and reasonable work relationships with others.
16. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

17. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of state and federal laws pertaining to voter registration and election processes and procedures. Thorough knowledge of general office management principles and practices, including recordkeeping. Considerable knowledge of spelling, punctuation, capitalization, word usage and sentence construction of the English language.

Ability to plan and organize large-scale and complex activities. Ability to make decisions independently and in accordance with established policy and statutes. Ability to interpret statutes. Ability to instruct employees in proper operating procedures and to organize, assign and supervise the work of subordinates. Ability to develop and maintain effective working relationships with election board members, other employees, state election officials and the general public.

Due to the highly detailed processes demanding complete accuracy and the pressure of inflexible deadlines, this position must be performed in a sometimes stressful environment, requiring extensive overtime.

EXPERIENCE, EDUCATION AND TRAINING: Four years of progressively responsible experience in an elections clerical position, including supervisory and planning experience; graduation from high school or completion of the equivalent GED certificate; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move 30 pounds.