**OTTAWA COUNTY POSITION DESCRIPTION**

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| **Job Title:** | Elections Clerk |
| **Reports to:** | Board of Elections Director |
| **Job Status:** | Classified FLSA Non-Exempt Full Time |
| **Salary Range:** |  |

**Job Summary**

The Elections Clerk position: maintains and updates voter registration database using individual voter information, county-to-county information, and state information; is responsible for database and files of all active and inactive records; maintains and updates county precinct maps, county officials ethics records, local option petitions, candidate petitions and question and issue petitions; audits campaign finance (timely reporting, reports) for local office, local political party and local political action committees; travels to various locations throughout the county and state as required.

**Essential Knowledge, Abilities and Skills, Education**

* Must be proficient with Microsoft office applications including, Word, Publisher and Excel
* Ability to respond to requests in timely manner
* Effective oral and written communication skills
* Ability to prioritize work and work independently and in a team environment
* Understand/adhere to policies, procedures, and guidelines
* High school diploma or G.E.D.; Associate degree in a business or office technology preferred.
* Must be able to travel as required.
* Must be able to work additional hours as required.
* Must have a valid Ohio Driver’s License and a good driving record per County policy
* SPECIAL REQUIREMENT: Must be a registered Democrat or Republican as required by the Ohio Revised Code

**Essential Functions of the Position**

In addition to consistent and reliable attendance, the following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Maintain voter registration database and physical files.
2. Maintain precinct maps/street files.
3. Process area-to-area voter registration (duplicates).
4. Prepare and process absentee ballots.
5. Process provisional voter information.
6. Create reports for voter registration, including absentee and provisional.
7. Reconcile election information.
8. Post election information.
9. Communicate with voters, public officials and board members.
10. Audit campaign finance.
11. Maintain election supplies.
12. Prepare and distribute election supplies.
13. Maintain street listing and local option maps.
14. Complete license form(s) from Liquor Control.
15. Review petitions as required.
16. Process outgoing/incoming mail and deliveries.
17. Handle all front counter requirements pleasantly and efficiently.

**Job Location**

Board of Elections Office and other locations throughout the County

**Equipment Used**

**Physical Requirements**

Must be able to lift or move election equipment/supplies weighing up to 25 pounds. Other physical requirements would include: sitting, standing, talking and reading, as required in a general office setting.

*Ottawa County is an Equal Opportunity Employer/Drug Free Workplace. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**ACKNOWLEDGMENT**

“I acknowledge that the above description is a representation of the major duties and responsibilities of this position. I understand the responsibilities and expectations and have been given an opportunity to seek clarification if and when I do not understand.”

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Employee’s Signature Date

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Employee’s Supervisor’s Signature Date