



JOB DESCRIPTION

<i>Title</i>	Elections Technician		
<i>Department</i>	Clerk & Elections	<i>Job Class</i>	A 15
<i>Driving Required</i>	No	<i>Safety</i>	No
<i>Labor Union</i>	AFSCME Local 2746 Courthouse/Roads	<i>FLSA</i>	Non-exempt
<i>Created</i>	August 2008	<i>Reviewed</i>	Jan. 2023
		<i>Revised</i>	

Purpose

Perform a variety of specialized election functions in accordance with statutes and other related operating procedures and processes.

Essential Functions

A person employed in this classification must possess the ability 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 the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Plan, organize and implement in a timely manner, a variety of schedules involving election dates and actions. Ensure that all deadlines are met for essential functions of position.
- Prepare and distribute ballot layouts, including the precinct committee person ballots, and coordinate printing and transfer of election ballots to mail and insertion vendor. Coordinate, prepare and distribute the County Voters' Pamphlet. Maintain knowledge of requirements and updating procedures as necessary. Maintain retention files for election files.
- Program and prepare vote-counting equipment to count election ballots. Coordinate maintenance with vendor as needed. Prepare logic and accuracy testing for the machines to verify they are working properly. Operate vote-counting equipment on elections day.
- Receive, verify, process and certify various types of petitions and filings. Prepare election billings for the state, cities, and districts as authorized by law.
- Act as liaison for division web page. Keep web page for division up to date with forms and information. Ensure that election results are posted in a timely manner.
- Respond to questions and requests for assistance for election information from public, local election officials and candidates. Prepare and coordinate media releases about upcoming elections and filing deadlines with the Public Information Officer.
- Assist with the setup of election boards and scheduling the election board training and conference rooms accordingly. Prepare election supplies, transport carriers, and other materials related to election processes.
- Maintain records storage application log on archived records for the County.

Auxiliary functions: Process receivables, payables, petty cash, reports, and time cards for proper payment and reimbursement to the county. Ensure employee work areas are



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maintained in a clean, professional, and orderly manner. Ensure the safety of all employees during work hours.

Education & Experience

Equivalent to high school plus additional specialized training. Over two years' experience in performing similar duties, and any satisfactory combination of experience and training.

Knowledge, Skills & Abilities

Thorough knowledge of state election and registration laws sufficient to interpret and utilize related statutes. Knowledge of office practices and procedures, operation of a variety of office equipment, data entry, and spreadsheet applications.

Desired Qualifications

Oregon Elections Official certification. A minimum of four years' general office or public records experience of which two years must be directly involved in the conduct of elections, or any satisfactory combination of experience and training.

Physical Demands

Physical demands on position are minimal and may involve moving boxes, files, books and equipment up to 25 pounds.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

Typical working office environment. Position may require working evening hours and on weekends as the workload and elections dictate.

Supervision Received & Exercised

Works under the general supervision of the County Clerk. Supervision is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel. May also provide supervision for short period of times in the absence of supervisor in accordance with the provisions of the Union Local 2746 contract.