

COOS COUNTY JOB ANNOUNCEMENT

Election Deputy Coos County Clerk's Office

\$3,442 - \$4,005 per month
\$41,304 - \$48,060 per year
\$19.85 per hour - \$23.10 per hour

DEPARTMENT: Coos County Clerk's Office, Elections Division

GENERAL STATEMENT OF DUTIES: Please refer to the attached position description

APPLICATION PROCEDURE: Coos County job application **REQUIRED**

Apply to: Coos County Human Resources Department, Courthouse

By mail: 225 N. Adams Street
Coquille, OR 97423

By fax: (541) 396-1012

By email: humanresources@co.coos.or.us

CLOSING DATE: Open Until Filled

****Equal Opportunity Employer****

Posted: Courthouse CHW Bldg.
Email all Coos County Employees
Indeed County Website
Employment Department

NOTE: Under provision of the Immigration Reform and Control Act of 1986,
Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

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Coos County Human Resources Department, Courthouse, 225 N. Adams, Coquille, OR 97423. (541) 396-7580

DESCRIPTION OF POSITION

Revision Date: December 20, 2022

1.	Classification Title: Election Deputy
2.	Working Title: Election Deputy
3.	Department: County Clerk
4.	Pay Grade: 416 Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____ Excluded from Bargaining Unit? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> AFSCME Eligible for Overtime? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.	What is the purpose of this position? This position works under the County Clerk and is responsible for performing complex administrative duties related to County elections. Performs a variety of tasks ensuring laws and regulations are strictly adhered to. May be asked to assist with supervision of seasonal election workers. Position requires excellent customer service skills, and ability to complete tasks accurately, and within strict deadlines.
6.	Essential functions of position. (Reason position exists is to perform these functions.) Duties that must be performed to accomplish the purpose of the position include but are not limited to: I. Performs the responsibilities of the Election Office to ensure deadlines are met and projects are completed, which may include: <ul style="list-style-type: none">• Voter registration, candidate filings, measure filings and petitions, which include data entry, scanning, and ongoing maintenance of records.• Laws and regulations pertaining to elections, including voter registration, candidates, measures and petitions.• Ensure that the procedural manual is maintained, adding information and updating as required.• Maintaining/tracking inventory, generating orders for office supplies.• Ensure that the maintenance of the address library for voter registration is up-to-date and accurate at all times, processing address notification from internal and external sources.• Readjusts precinct lines as required by law for redistricting purposes• Creates correspondence, reports and other documents regarding voter registration.• Insuring work processes adhere to department procedures and state/federal privacy laws.• Responsible for assisting with the training of new hires, extra help staff and seasonal board workers. II. Preparation and organization of election cycles which may include: <ul style="list-style-type: none">• Knowledge of Oregon election and registration laws pertaining to an election.• Plan, coordinate, maintain time schedules to meet strict pre-determined, unalterable schedules.• Review and accept candidate filings for eligibility and accuracy.• Performs complex planning and organization of Election operations relating to ballot preparation, precinct analysis for ballot type and other related functions.• Programming of election and ballot tabulation computer systems.• Proofing of ballots for programming accuracy and any required specifications as required by law.• Create and organize the required documents required for an election.• Participates in the processing of all elections; this includes the postal requirements for Vote-By-Mail elections.• Responsible for tracking, maintaining secure storage for ballots in all stages of the election cycle.• Responsible for maintaining the procedural manual for election processes, adding information and updating as required.• Responsible for completing election billings.• Prepares documents for the retention and destruction of archived election documents.• Assist the public regarding laws and regulations pertaining to elections.• Accepts and processes Petitions including signature verification of petitions.• Other duties appropriate to classification as assigned by County Clerk.

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7.	List the minor duties assigned to this position. <ul style="list-style-type: none">• Completes the processing of daily mail.• Completes miscellaneous copy, fax, scanning, filing tasks, operating mail sealing machine and envelope opener.
8.	Supervision. <ul style="list-style-type: none">• Works under the supervision, guidance, and evaluation of the County Clerk.• Supervision exercised: This position exercises limited supervision over extra help staff and seasonal board workers under the guidance of the County Clerk. This position is not responsible for performance evaluation, discipline.
9.	Working conditions of position. <ul style="list-style-type: none">• Regular and consistent attendance is required.• Flexibility during an election cycle will be required, which may include weekends during an election cycle or evenings.• Position is in a typical office setting. Occasional travel may be required for trainings.• May require physical exertion including bending, climbing, stooping, reaching, and lifting of boxes, (up to 30 pounds.)• May require standing for extended times.
10.	List required special skills, licenses, certificates, etc. <ul style="list-style-type: none">• Position requires high school diploma or equivalent and a minimum of 3 years of office work of a progressively responsible nature, or any satisfactory combination of experience and training that would demonstrate possession of the required knowledge and skills. Must be able to delegate tasks as assigned.• Knowledge of State Election and Voter Registration Laws and local laws regulations governing the activity of the County Clerk's Election office preferred.• Relevant education and experience in the use of necessary software or the ability to learn new software (Window based software, Microsoft Office Suite, Adobe PDF and Clear Ballot)• Ability to initiate, plan, organize, multi-task, direct work and be flexible to change.• Be detailed oriented to ensure accuracy of all tasks completed and take initiative on tasks to be performed.• Must have ability to make decisions independently in accordance with established policies and to use initiative and judgment in carrying out tasks and responsibilities with only general instructions and guidance.• Must have ability to use tact and judgment in dealing with staff, the public, and with executives and officials from other entities.• Willingness to work overtime as needed.• Position requires ability to work quickly and accurately under pressure.• Must be able to establish and maintain harmonious working relationships with other employees, other agencies and the public and represent the county in a positive manner in the community.
11.	Is operation of motor vehicle required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
12.	List equipment, tools, machines used in performance of duties. Computers, copier, fax machine, multi-line telephone, scanner, envelope sealer, envelope opener, paper shredder, calculators.