



# JOB DESCRIPTION

<b>Title</b>	<b>Elections Worker</b>	<b>Created</b>	August 2013
<b>Department</b>	Clerk & Elections	<b>Revised</b>	February 2024
<b>Job Class</b>	A 11 C	<b>Safety Sensitive</b>	No
<b>Labor Union</b>	Unrepresented (Temporary)	<b>FLSA</b>	Non-Exempt

## **Purpose**

Participate in the performance of clerical functions within the Elections Division of the County Clerk's Office. Perform tasks in the areas of voter registration, election preparation, ballot processing.

## **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 the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

May perform any of the following duties as assigned.

- Serve on an election board to inspect and process ballots:
  - Work as part of a multi-member team.
  - Efficiently open, inspect, and prepare ballots to be counted with great attention to detail.
- Sort ballots and conduct signature verification:
  - Sort ballot envelopes and scan them into the election system as directed by the elections technician or deputy county clerk.
  - Check signatures on envelopes.
  - Assist clerical staff to insert and seal ballots to be mailed and provide front-counter service to the public as needed.
  - Other office duties as assigned.
- Drive to deliver and pick up ballot boxes at ballot drop sites countywide.
  - During the two weeks prior to election day and for drop site closing on election night, work in a two-person team to pick up ballots at county drop sites and deliver them to the elections' office.
- Closes drop site on election night and delivers ballot boxes\* to the office:
  - At 8:00 PM on election night, work in a two-person team to close and lock up drop sites and deliver ballots and signs to the elections' office. \*

## **Required Qualifications**



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HS/GED plus minimum one year's experience in an office environment or any satisfactory combination of experience and training which ensures the ability to perform all job assignments.

\*Above tasks for which driving is an essential function require a valid Oregon Class C driver's license. A DMV history check will be included in the pre-employment background screening. Drivers must be able to lift 20 pounds.

## ***Desired Qualifications***

Prior election experience is desirable.

## ***Knowledge Skills and Abilities***

- Knowledge of general office principles and practices and the ability to follow established policies and statutes.
- Able to work a flexible schedule including evenings.

## ***Physical Demands***

Essential functions involve the ability to exert moderate physical effort in light work which may involve some lifting, carrying, pushing and/or pulling of objects and materials typically weighing up to 20 pounds and occasionally heavier objects. May require extended periods of walking, sitting, or standing, as well as longer periods of rapid and repetitive hand motions.

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***

Professional office working environment, which requires teamwork, cooperation, positive communication and safe work habits.

## ***Supervisory Responsibility***

Receives direct supervision from the County Clerk.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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