



JOB DESCRIPTION

JOB TITLE: Part-Time Voter Registration/Elections/Clerk

DEPARTMENT: Potter County Voter Registration/Elections

SUPERVISOR'S TITLE: Potter County Voter Registration/Elections Director

JOB CLASS: Union Class III, Level 2

PART-TIME VOTER REGISTRATION/ELECTIONS/CLERK

GENERAL DESCRIPTION

The Part-time Voter Registration/Elections Clerk is a clerical position involving a variety of data input. The Part-time Voter Registration/Elections Clerk is responsible for ensuring the accuracy of voter registration information and various election documents.

ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

A Part-time Voter Registration/Elections/Clerk must be reliable, have exceptional public relations skills, organizational skills, data entry skills, general computer literacy and be fully able to fulfill responsibilities that ensure professional and efficient operations of the Voter Registration/Elections office.

THE PRIMARY DUTIES OF THIS POSITION ARE TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Process voter registration applications;
- Maintain correct addresses on voters and record party changes;
- Process cancellations of registered electors according to law;
- Assist in record keeping and filing reports with State and Federal agencies;
- Assist in preparation of the voting ballots;
- Must be available on election days from the time polls open until after the polls close to accept ballot boxes and returns of election;
- Filing voter registration cards, applications, and corresponding to those counties in which registered voters moved to or from;
- Process mail0in and absentee applications;
- Prepares required mass mailings to voters of Potter County;
- Processes 5 year and address verification notices upon return from voters;
- Works with director to assist in filling an vacancies on local elections boards.

GENERAL RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Distribution, receiving and filing of candidate petitions;
- Notify candidates of drawing of position on Primary ballot;
- Inform candidates of their responsibility to file campaign expense reports;
- Notify late filers and collect any late filing fees;



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- Professional, courteous interactions with the public through face-to-face contact, telephone, internet/email and other means of communication;
- Pack ballots, district registers, voter certificates and other election supplies for distribution to local election officers;
- Receive and track absentee ballot information;
- Assists with the distribution of election results to media and public via telephone, fax, office inquiries etc.;
- Assists in conducting meetings to instruct local election officials of their duties on Election Day;
- After election, performs computer entries of voting history of each elector and verifies from voter certificates number of ballots cast as recorded by election officials;
- Other responsibilities and/or duties as assigned or requested.

QUALIFICATION REQUIREMENTS

KNOWLEDGE AND ABILITIES:

- Basic knowledge of voting procedures;
- Must be detail oriented;
- Must be able to multi-task;
- Ability to use time management skills;
- Confident in speaking to the public;
- Basic computer skills.

EXPERIENCE AND TRAINING:

- High School diploma or equivalency;
- Vocational/Associate education with a minimum of one (1) year working experience in:
 - Secretarial work
 - Customer Service
 - Accounting;
- Computer literacy and keyboarding abilities;
- Math and statistics literacy;
- Effective written and verbal communication skills;
- Effective time management, organizational and problem-solving skills;
- Effective interpersonal and conflict resolution skills.

PHYSICAL REQUIREMENTS:

- Ability to work under pressure and meet deadlines;
- Ability to sit for extended periods of time;
- Ability to frequently stand and walk;
- Normal manual dexterity and hand-eye coordination;
- Corrected hearing and vision to normal range;
- Verbal communication.

ADDITIONAL REQUIREMENTS:

- Possession of a valid Pennsylvania driver's license.



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HOURS: Monday – Friday 9:00 am – 4:00 pm with 1 hour for lunch
25-29 hour work week as directed by Voter Registration/Elections Director; Overtime as needed and approved.

PAY RATE AND BENEFITS: Pay rate and benefits are based on the union contract.