



JOB DESCRIPTION

JOB TITLE: Voter Registration/Elections Director

DEPARTMENT: Potter County Voter Registration/Elections

SUPERVISOR'S TITLE: Potter County Commissioners

JOB CLASS: Appointed

FULL-TIME VOTER REGISTRATION/ELECTIONS DIRECTOR

GENERAL DESCRIPTION

To ensure compliance with the Pennsylvania Voter Registration Act, the Pennsylvania Election Code and all other applicable codes, laws, rules and regulations, ensure the integrity of elections, coordination of voter registrations, process candidate filing/reporting documentation, manage the execution of elections and oversees the Federal and State SURE Act.

ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

To perform this job successfully an individual must possess the ability to work with the public, to convey and present information effectively. The individual in this position must have the ability to work with little supervision and be able to make sound, independent decisions. Must have the ability to learn to operate the State SURE System. The individual must be able to maintain confidentiality of information and records.

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

- Keeps track of all county and local offices that will be up for each election
- Stays in contact with township/borough/school secretaries to maintain current and up to date names for supervisors, councilman, auditors, tax collectors, and school board members
- Responsible for sending out and maintaining Statement of Financial Interest forms for all elected and county appointed officials
- Must possess the ability to attain knowledge of state laws governing the registration of voters
- Maintains a current listing of electors by name, address, and party affiliation, registers all electors
- Responds to all requests regarding voter registration rolls that are public record under the Open Records Act
- Ensures all voters have been registered and if necessary, changes have been made to their records after the close of registration before each election
- Prepares certified reports reflecting registration totals, voter registration statistics for congress, party enrollment, official vote totals for public offices and referendum, and forwards them to appropriate state, county or other agencies
- Establishes policies and procedures to implement and enforce applicable laws, rules, and regulations
- Prepares 2 separate confirmation mailings throughout the calendar year
- Prepares voter registration cards, watcher certificates, training material, and any other documents as needed



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

- Prepares legal notifications and advertisements
- Prepares all necessary paperwork to hand out to candidates as needed, to collect fees/costs and turns this money over to the County Treasurer
- Supervises compliance with the Campaign Finance Expense Report Law, furnishes forms and maintains records in compliance with the act, makes statements available for public inspection, reports violations and collects fines
- Responsible for setting up the ballot with offices/candidates' names and provides this information to the vendor to program the machines
- Sends the election information to the printer to print absentee/mail-in ballots as well as provisional ballots
- Prepares and records absentee/mail-in ballots as well as provisional ballots
- Responsible for maintenance and preparation of voting machines, oversees the programming of machines and prepares the specification for moving voting machines and election equipment, coordinates contracts between polling sites and the maintenance department for delivery and pick-up of the machines
- Maintains adequate supplies for each election
- Recruits poll workers to fill vacancies on local election boards
- Ensures that availability of polling places and that there is an adequate number of workers available
- Prepares and holds training for all poll workers prior to each election
- Receives all paperwork, supplies and unofficial election night results
- Abilities to converse and consult with the Board of Election, state government agencies, county solicitor and other government officials to resolve problems, receive advice/direction and review matters of concern
- Supervises archiving and disposal of information; oversees retention of permanent records of election results and official vote counts
- Ability to operate office equipment to include: computer, copier, fax machine, results computer in order to perform the functions of this job
- Directly responsible for all security of voting equipment, ballots and software, this includes access and storage
- Counts, canvasses and certifies election results to the Department of State

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.



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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.

HOURS: Monday – Friday 8:30am – 4:30pm with 1 hour for lunch
35 hour work week;

PAY RATE AND BENEFITS: Base rate as set by the Potter County Salary Board.
Benefit Package as approved by the Potter County Commissioners.



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Approved:

POTTER COUNTY COMMISSIONERS:

Nancy Grupp, Chairman

Paul W. Heimel, Vice-Chairman

Barry Hayman, Commissioner

ATTEST:

Jessica M. Giebel, Chief Clerk

7/23/2021
Date