

Job Title: Deputy Clerk- Assistant Elections and Social Services Director, Level I
Department: Clerk
Reports to: Elected Clerk of the District Court
FLSA Status: Non-Exempt

NOTICE TO APPLICANTS:

Please read this job description carefully and ask for clarification if you have difficulty understanding the functions of this job.

Please describe any accommodations that you need in order to perform this job.

SUMMARY

Under the general supervision of the Elected Clerk of the District Court, this assistant performs a variety of complex duties related to the facilitation of all local district, county, state, and federal elections. Work is performed under Idaho law governing elections and requires the highest degree of accuracy and attention to detail, to ensure accurate, efficient, and transparent procedures. This position also assists the Social Services Director in the processing of county non-medical indigent applications. This position is fully cross-trained to backup the county Recorder.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include but are not limited to the following:

Assistant Elections Director:

- Assists with two county elections per year, with varying election cycles. Additional elections for recalls or special elections may also occur per year.
- Maintain state voter registration database
- Ensure compliance of state and federal election laws, Idaho Secretary of State directives, and county resolutions and ordinances pertaining to elections
- Maintain, secure, prepare and test election equipment and supplies
- Facilitate voter registrations, candidate filings, and taxing district election needs
- Prepare ballot layouts and election equipment programming with election vendor
- Conduct Public Logic and Accuracy testing of election equipment
- Conduct post-election audit
- Maintain voter history
- Maintain election records in accordance with state records retention schedules
- Assist voters, candidates, political parties and media with general election inquiries and information
- Represent Cassia County at conferences, trainings, and workshops, and assists other county election divisions as requested
- Provides Notarial services upon request
- Bondable
- Cross train in other areas to perform the work of absent employees, including Recording and Passport Acceptance Agent

Assistant Social Services Director:

- Process county non-medical Indigent Assistance statutes.
- Investigates non-medical applications for disposition of the indigent deceased
- Process accounts payables of approved non-medical claims
- Mail Certificate of Determination to all parties on applications
- Accounts Receivable management of all approved cases, including daily receipting of payments, processing monthly statements, and collection procedures
- Archive case file management

Recorder:

- Reviews and ensures documents contain all essential elements required for recordation.
- Records legal documents, instruments and records filed via in-person, electronically, or mail.
- Receipts payments for recorded documents, certified copies, and public records request fees.
- Indexes archived documents.

- Assists the general public with research and processes public records requests.
- Maintains archived recorded documents, plats and surveys.
- Process Marriage Licenses, Alcoholic Beverage Licenses, Certificates of Residency (as needed)
- Passport Acceptance Agent

QUALIFICATIONS & SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge**General** - Typing (Minimum 40 wpm) 10-Key, Computer proficiency in Microsoft Word, Excel, Adobe Acrobat, County Recording Software. Operate office equipment including but not limited to computers, copiers, postage meter, film reader, scanners and printers.

Abilities/Competencies...**Communication** – Communicates effectively with people at all levels in the organization; Gives specific timely feedback so that work can be accomplished effectively; Gains respect quickly, builds trust and credibility; Demonstrates the ability to persuade and influence others in a positive manner; Confronts interpersonal issues; resolves conflicts; Expresses ideas clearly, candidly and concisely in oral and written communication with few to no spelling and grammar errors; Listens actively and carefully and avoids speaking over others; Conveys a positive image of self, team, and company using communication techniques; Keep supervisor and/or others informed about progress and problems – avoid surprises.

Customer Service - Manages all interactions with composure, professionalism, and maturity regardless of customer’s attitude; Talks to customers (internal or external) to find out what they want and how satisfied they are with what they are getting; Demonstrates technical and business expertise and appropriate urgency in dealing with customer problems/concerns.

Dependability - Comes to work on a consistent basis and does not miss excess amounts of work; Is well prepared for meetings and/or discussions; Assists other team members whenever possible; Can be counted on to complete tasks in a timely manner; Able to remain on task in spite of difficulties that may arise; Can be depended upon even in times of significant complexity and pressure. Required to work long hours leading up to and on Election Day, sometimes all day and night, if necessary. Frequent traveling for conferences and trainings may be required.

Job Knowledge – Demonstrates complete possession of knowledge and skills pertaining to the job/industry and applies it to solve problems; Understands and applies company policies and procedures; Initiates communication as necessary to enhance knowledge that might be lacking; Makes sound recommendations for improving processes, procedures and approaches; Understands job priorities and works accordingly; Takes job coaching and training seriously and applies concepts/skills to the job.

Professionalism – Demonstrates maturity and is tactful in dealing with others; Reacts appropriately to the situations at hand; Handles situations in a calm and objective manner; Maintains tact in addressing difficult, awkward or conflicting situations. Follows company/department protocol at all times; Dresses appropriately for all situations.

Quality of Work - Demonstrates accuracy and thoroughness; Makes minimal errors, mistakes, and omissions, resolving them quickly and thoroughly; Produces quality work consistently; Organizes work to enhance productivity; Uses time effectively and efficiently; Assists others as necessary to make certain that work is completed.

Stress Management – Remains calm under stress; Can effectively handle several problems or tasks at once; Maintains a sense of humor under difficult circumstances; Responds to criticism or coaching without allowing emotions to come into play; Understands that problems will arise and handles them without overreacting.

EDUCATION and/or EXPERIENCE

High School Diploma, or two years related supervisory experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

This position requires the ability to read, analyze, and interpret general business correspondence, professional journals, technical procedures, or governmental regulations; ability to write reports, business correspondence, and procedure manuals; and the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Testing for candidacy in this position may require simulation or other computer testing or other methods.

CERTIFICATES, LICENSES, REGISTRATIONS

- Candidates must be legally employable by a U. S. entity.
- A valid driver's license and satisfactory driving record are required. This position requires the candidate have reliable transportation and may drive their vehicle during working hours. Proof of current vehicle insurance required.

PHYSICAL DEMANDS

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and reach with hands and arms and lift up to 50lbs. The employee is frequently required to talk or hear. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to quiet. This position involves being in an inside office and working in an individual cubicle in a professional work environment.