

# Morgan County VACANCY ANNOUNCEMENT

**POSITION:** ELECTIONS – CLERK I  
**DEPARTMENT:** COUNTY CLERK & RECORDER

## Application Requirements:

Please submit **FULLY COMPLETED** application, letters of reference, or any transcripts of college coursework that is applicable. You may attach any information that may enhance your application. Direct all material and correspondence to:

Fort Morgan Workforce Center  
426 Ensign Street  
Fort Morgan, CO 80701

**SALARY:** \$2063.00/month and up depending on qualifications  
Morgan County Government offers a complete benefit package: includes health, vision, life insurance and retirement plan.

**VACANCY CLOSING DATE:** Until filled

**APPROXIMATE STARTING DATE:** ASAP

Please refer to job description for duties and qualification summary and other important information.

Morgan County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, age, gender, gender identity, political affiliation, national origin, sexual orientation, disability, genetic information, veteran status, or any other legally protected status. Candidates whose disabilities make them unable to meet the requirements of the position will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodations.

## MORGAN COUNTY POSITION DESCRIPTION

TITLE <u>Election Clerk I</u>	GRADE <u>4</u>
DEPARTMENT <u>County Clerk &amp; Recorder</u>	DIVISION <u>Professional &amp; Admin.</u>
EXEMPT/NON-EXEMPT <u>Non-exempt</u>	REVISED <u>February 10, 2016</u>

### GENERAL STATEMENT OF DUTIES:

Date Entry/Recording Clerk records documents in the County Clerk's office. Performs a variety of routine clerical work, according to the appropriate assignments. Performs all other job duties as assigned.

Must be at assigned station by 7:52 a.m. daily, prior to doors opening to the general public.

### SUPERVISION RECEIVED:

Works under the general direction of the Clerk and Recorder or in her/his absence works under the direction of the Chief Deputy Clerk.

### ESSENTIAL JOB FUNCTIONS/SKILLS:

- ◆ Computer literacy.
- ◆ Ability to deal with the public in a friendly, alert, and polite manner.
- ◆ Ability to communicate effectively with the general public and co-workers.
- ◆ Ability to establish and maintain effective working relationships with employees and public.
- ◆ Enters all election documents into data entry terminal.
- ◆ General office duties to include but not limited to: typing, computer operation, correspondence as instructed.
- ◆ General office knowledge and ability to perform administrative/clerical duties as required by position. Answers telephones and conveys messages. Ability to understand and follow written and oral instructions. Ability to type 50 wpm accurately. Ability to work independently. Ability to recognize and maintain confidentiality as appropriate.
- ◆ Operates office machinery to include typewriter, cash register, calculator, copy equipment, fax plotter/copier and microfilm reader/printer.
- ◆ Continuously interaction with the public requiring professional demeanor and appearance
- ◆ Ability to make decisions in accordance with rules, regulations, laws and procedures.

- ◆ Ability to file documents accurately and in a timely manner.
- ◆ Ability to count cash.
- ◆ Excellent language skills (spelling, grammar, punctuation). Strong verbal, interpersonal and leadership skills.
- ◆ Willing to learn the processes and regulations related to the Election, Motor Vehicle and Recording Department.
- ◆ Ability to organize thoughts and tasks and to use time efficiently.
- ◆ Ability to adapt well to change and to commit to County policy of continuous improvement.
- ◆ Registers voters, enters new voter information into database, and updates any changes.
- ◆ Files registrations once the information has been entered into the computer system. Checks each registration sheet for errors and balances party affiliations. Certifies voter registration and verifies voter signatures on local petitions.
- ◆ Will report to the Secretary of State's Office when reporting required information.
- ◆ Assists customers when purchasing maps, precinct locators, and additional requests. As required, produces voter lists, maps, printouts, and labels from the master voter file.
- ◆ Processes the incoming requests for mail-out absentee ballots through input of the information into the voter registration system and ensures that all absentee ballots are mailed.
- ◆ Updates the voter registration system. Ensures voters receive the correct ballot type. Intakes, processes and disseminates information regarding registration and election information as requested. Assist with the mail-out of absentee ballots.
- ◆ Organizes and stores poll book information, signature cards, and polling place supplies and maintains election storage areas.
- ◆ Assists with the election judge training regarding protocol, election law and process.
- ◆ Will assist with the preparation of supply judge packets and coordinates pick up and drop off locations for the supplies and election results.
- ◆ Will assist with the coordination of election supplies sent to the polls.
- ◆ Certification of Election Official Training through the Secretary of State.
- ◆ Other duties as assigned.

### QUALIFICATIONS:

- ◆ Equivalent combination of education and experience that satisfy the requirements of the job.
- ◆ General clerical knowledge.
- ◆ Knowledge of accounting principles and financial reporting.
- ◆ Extensive knowledge of Microsoft Word and Excel as well as the internet.
- ◆ 10 key by touch and knowledge of office equipment.

### NECESSARY SPECIAL REQUIREMENTS/PREREQUISITES:

- ◆ Possession of a valid driver's license
- ◆ Must be registered to vote in the State of Colorado.
- ◆ Must submit and pass an annual CBI/FBI fingerprint check.
- ◆ Must comply with Colorado Revised Statutes as per training hour requirements.
- ◆ Must complete Emergency Management Institutes NIMS Courses IS-700 & IS-100 within 6 months of hire.

### EDUCATION:

- ◆ High school graduate or equivalent.

### WORK ENVIRONMENT:

- ◆ Work is generally confined to a standard office environment.

### PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- ◆ VISION - Individual must be able to read handwritten or printed material, and read from a computer monitor.
- ◆ HEARING - Individual must possess average hearing ability. The noise level in the work environment is usually moderate.
- ◆ LIFTING - Must be able to lift, carry, push or pull a minimum of 50 pounds.
- ◆ MOBILITY - Spends 40% of the time sitting, 40% standing, and 20% walking while operating in the office. Occasionally\* stoops, kneels, balances, reaches, crawls, and crouches while performing manual office duties.
- ◆ DEXTERITY - Frequent\* use of eye, hand, and finger coordination enabling the use of automated office machinery.

◆ **COMMUNICATION** - Individual must be able to clearly understand the English language and be understood while speaking the English language.

◆ **DRIVING** - Individual must be able to drive to off-site areas for infrequent computer support.

\*Occasionally: Activity exists less than 1/3 of the time.

\*Frequently : Activity exists between 1/3 and 2/3 of the time.

\*Constantly : Activity exists more than 2/3 of the time.

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Employee Signature:	Date:
Human Resources:	Date: