

CLARION COUNTY
Job Posting
August 3, 2022

| | |
|-------------------------------------|----------|
| <input checked="" type="checkbox"/> | External |
| <input checked="" type="checkbox"/> | Internal |

POSITION: Elections/Voter Registration Coordinator
Non- Exempt, Full-Time, 80 hours per pay

DEPARTMENT: Department of Elections, Clarion, PA

PAY GRADE: Starting Rate, \$15.00 per hour

BENEFITS: Up to family coverage for health, dental, and vision insurance effective first of the month after date of hire (employee pays 12.5% of premium, county pays 87.5%). \$1,500 stipend if you do not need the county insurance. Life insurance coverage at no cost to employees. 5 Vacation days first year, 10 vacation days starting second year, 3 personal days per year, 10 sick days per year, 13 paid holidays off. Enrollment in Clarion County's Pension plan (vested after 5 years, eligible to retire at 55 with 20 years of service).

POSTING DATE: Wednesday, August 3, 2022

DEADLINE TO APPLY: Wednesday, August 17, 2022, at 4:00 PM.

HOW TO APPLY

A County application and copy of your transcripts are required to be considered for the advertised vacancy.
Applications are available at:
www.co.clarion.pa.us/how_do_i/apply_for/employment_opportunities/index.php

OVERALL OBJECTIVE OF JOB

This is an upper-level clerical position that is responsible for managing and coordinating the various activities related to maintaining updated county-wide voter registration records and performing the associated duties that are required to prepare for the Primary and General Elections each year.

ESSENTIAL FUNCTIONS OF JOB

1. Administers the Statewide Uniform Registry of Electors (S.U.R.E.) system.
2. Disseminates information to public regarding voter registration and elections.
3. Processes new registrations, changes, and transfers received electronically through S.U.R.E. and those received through the mail.
4. Troubleshoots problems and researches information in order to correct errors and misunderstandings.
5. Orders supplies when needed for registration and absentee ballots.
6. Prints information and reports for candidates who are running for office when requested.
7. Stays apprised of laws and ongoing changes and procedures regarding voter registration and elections.
8. Maintains alphabetical filing system of hard copy original registrations.
9. Maintains folders for information and street list requests.
10. Prepares and distributes street lists for candidate use.
11. Prepares certifications of voter registration statistics for each election – verified through SURE.
12. Handles absentee ballot processing which includes accepting applications, preparing “special write-in absentee ballots, preparing the absentee ballot order, and entering records into SURE.
13. Assists in gathering information and entering candidate and contest information for all ballots in the Primary and General Elections and establishes processes to ensure the accuracy of said information.
14. Prepares the ballot for the Primary and General Elections, using the ExpressVote System; loads software and hardware on the scanning and ballot marking hardware and tests equipment for accuracy, as is required.
15. Submits files to the DOS for testing of the returns on Election Night.
16. Works as a member of the Canvassing Board in the days following a Primary or General Election, checking, and certifying all election returns.
17. Submits election return information for certification via the SURE system.

CLARION COUNTY

Job Posting August 3, 2022

| | |
|-------------------------------------|----------|
| <input checked="" type="checkbox"/> | External |
| <input checked="" type="checkbox"/> | Internal |

18. Assists with and serves as a back up to the other clerical position in the office which includes but is not limited to the tasks listed under "Other Duties of Job".

OTHER DUTIES OF JOB

1. Attends meetings and/or trainings as required.
2. Performs receptionist duties by answering the phone, greeting visitors, providing requested information and directing individuals to proper offices and/or individuals.
3. Retrieves and distributes daily mail and prepares correspondence for daily mailing via the US Postal Service or through other express mail companies.
4. Performs other job-related duties as required.

SUPERVISION EXERCISED

None

SUPERVISION RECEIVED

Initial supervision of new assignments is frequent and in detail from the Director of Elections; however, as employee becomes familiar with the duties, supervision is provided through occasional instruction/supervision from the Director of Elections, through meetings or face-to-face interaction, the review of work performed, and through observation of results obtained.

WORKING CONDITIONS

1. Works indoors in adequate office space, with lighting, temperatures, and ventilation.
2. Normal indoor exposure to dust/dirt.
3. Works with average indoor exposure to noise, stress and disruptions.
4. Occasionally may work flexible hours to meet special needs of job.

PHYSICAL/MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday with intermittent periods of standing/walking and occasional bending, twisting, stooping, reaching and grasping as necessary to carry out essential job duties.
3. Dexterity requirements range from coordinated movements of fingers/hands to simple movements of feet/legs/torso as necessary to carry out essential job duties.
4. Sedentary work, with occasional lifting/carrying of objects with maximum weight of ten pounds.
5. Must be able to cope with the physical and mental stress of the position.
6. Must be able to pay close attention to details and concentrate on work.

REQUIRED QUALIFICATIONS

A. EDUCATION/TRAINING

Associate Degree in business or a related field.

B. WORK EXPERIENCE

Two years of working experience in a government or administrative office environment; or any acceptable combination of education, training, and work experience. Computer knowledge is required. Some knowledge or experience in working with voter registration and elections is preferred, but not required.

- Must not appear on Preclusion Lists as defined by "Pennsylvania's Medical Assistance Bulletin 99-11-05 Provider Screening of Employees and Contractors for Exclusion from Participating in Federal Healthcare Programs."
- Must successfully complete pre-employment drug screening.

CLARION COUNTY

Job Posting August 3, 2022

| | |
|-------------------------------------|----------|
| <input checked="" type="checkbox"/> | External |
| <input checked="" type="checkbox"/> | Internal |

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of job.
2. Must possess good communication and interpersonal skills.
3. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
4. Must possess ability to maintain confidentiality in regard to client information and records.
5. Must possess initiative and problem-solving skills.
6. Must have the ability to make independent decisions.
7. Must possess excellent organizational skills and ability to coordinate details or projects with accuracy and efficiency.
8. Must possess the ability to delegate work of clerical staff.
9. Must possess the technical knowledge of operating personal computers and other office equipment with accuracy and reasonable speed.
10. Must possess general knowledge of modern office practices and procedures and ability to apply same to essential duties of job.
11. Must possess knowledge and ability to practice current and accurate usage of grammar, spelling and filing procedures.
12. Must possess ability to learn assigned clerical tasks and adhere to prescribed departmental procedures.
13. Must possess ability to perform simple math calculations with accuracy and reasonable speed.
14. Must possess ability to learn county and legal rules, procedures and practices as necessary within department.
15. Must possess ability to be able to handle a variety of clerical duties and switch from one to another throughout the workday.

HOW TO APPLY

A County application and transcripts are required to be considered for the advertised vacancy. Applications are only accepted for positions in which we are *actively* recruiting. Applications received for positions not being advertised or general/blanket applications will be discarded.

Applications are available:

- Online by visiting:
www.co.clarion.pa.us/how_do_i/apply_for/employment_opportunities/index.php
- In-Person by visiting the Clarion County Human Resource Office on the 2nd floor of the Administration Building located at 330 Main Street, Clarion, PA 16214
- By fax or e-mail. You must contact the Clarion County Human Resource Office by calling 814-226-4000 EXT 2812 to share your e-mail or fax number.

DEADLINE TO APPLY: August 17, 2022 at 4:00 PM.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER
CLARION COUNTY IS A DRUG FREE WORKPLACE

APPLICANTS WHO REQUIRE SPECIAL ACCOMMODATIONIS DUE TO A DISABILITY SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT AT 814-226-4000 EXT 2812 FOR ASSISTANCE.