



County of Jefferson – Employee Job Description

Department: Commissioners

Position Title: Voter Registrar
Assistant Chief Clerk
4110-120

Pay Classification: \$15.35/hour
Minimum of 35 hours per week
County Pension
Insurance Benefits
12 Paid Holidays per year
Paid Time Off (Personal, Sick, & Vacation)

FLSA Status: Non-Exempt
Non-Union

Reports To: Jefferson County Commissioners
Chief Clerk

Objective:

To coordinate all county voter registration activities. The Voter Registrar shall ensure all county voters are registered in an accurate and timely manner and that registrations are properly processed.

To perform varied secretarial and administrative functions for the County Commissioners and Chief Clerk in a timely manner to ensure efficient operation of the department, acting as a liaison between the department and other county agencies and/or departments.

Qualifications:

A. Education/Training:

1. High School Diploma or equivalent required, plus computer training required.
2. Within 6 months of hire, must be able to obtain their notary public certification.
3. Valid driver's license preferred.

B. Work Experience:

1. 1-2 years' work experience, preferably in government office, business environment, customer service, or any acceptable combination of experience and/or training.



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Background Clearance:

Valid Pennsylvania State Police and/or FBI clearance.

Knowledge, Skills, and Abilities Required:

1. Must be able to speak and understand the English language as well as follow oral and written instruction.
2. Must possess initiative and problem-solving skills.
3. Must possess the flexibility to function both independently and efficiently with general public, government officials, staff, and others.
4. Must maintain personal integrity.
5. Must possess the ability to multi-task while meeting deadlines.
6. Must maintain confidentiality in regards to county information and records.
7. Must possess the technical knowledge of operating personal computers and other office equipment as necessary with accuracy and reasonable speed.
8. Must possess the knowledge and ability to practice current and accurate usage of grammar, spelling, and filing procedures.
9. Must possess the ability to perform simple math calculations with accuracy and reasonable speed.
10. Must maintain competence on the state election system(s).

Physical and Mental Requirements:

1. Must be able to sit, stand, and walk intermittently throughout the workday with frequent twisting, stooping, bending, reaching, grasping, and lifting/carrying objects weighing a maximum of 20 pounds necessary to carry out essential job duties.
2. Dexterity requirements range from coordinated movements of fingers/hands to simple movements of feet/legs/torso as necessary to carry out essential job duties.
3. Must demonstrate emotional stability and the ability to cope with the physical and mental stress of the position.
4. Must be attentive to detail.

Duties and Responsibilities:

*Voter Registrar:

1. Performs election duties as assigned in a professional, non-biased approach.
2. Maintains county voter registration.
3. Schedules/conducts poll worker training classes.
4. Disperses and receives petitions for election candidates.
5. Prepares poll bags for election day.
6. Coordinates all phases of the mail-in ballot process.
7. Completes the annual summer list maintenance.



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Duties and Responsibilities (cont'd):

*Assistant Chief Clerk:

8. Acts as Chief Clerk in their absence.
9. Answers telephone and responds to routine inquiries or takes messages/transfers calls to the appropriate individuals.
10. Greets and assists the general public.
11. Reviews, sorts, and distributes mail and correspondence within the department.
12. Processes required department documents, forms, and reports as required.
13. Types letters, reports, memos, minutes, and other documents as required.
14. Provides secretarial support to the County Commissioners by accepting job applications, scheduling appointments/meetings, and monitoring their appointment calendar.
15. Maintains inventory of supplies and orders office and/or election supplies.

16. Provides notary service to the general public.
17. Operates computers and other office equipment as needed.
18. Attends meetings and trainings as required to maintain competency.
19. Performs other job-related duties as assigned.

Working Conditions:

1. Works indoors in adequate work space, lighting, temperatures, and ventilation.
2. Average indoor and outdoor exposure to noise, stress, and disruptions.
3. Normal indoor exposure to dust/dirt.
4. Travels rarely.
5. Occasionally works beyond normal work hours.



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Acknowledgement:

I am able to perform the essential functions of this position without an accommodation.

Yes _____ No _____ (Initial)

Jefferson County reserves the right to change or reassign job duties or to combine positions at any time. I further understand I am an at-will employee and this Job Description does not constitute a contract of employment.

Jefferson County is an equal opportunity employer and administers all personnel practices without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression, marital status, veteran status, genetics, or any other category protected under applicable law.

I have read this Job Description and fully understand the requirements set forth herein. I hereby accept the titled position and agree to abide by the requirements set forth as well as policies and will perform all duties and responsibilities to the best of my ability.

(Employee Signature)

(Date)

(Employer Signature)

(Date)