



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:

Primary Function: To coordinate all county voter registration activities, ensuring that all county voters are registered in an accurate and timely manner and that registrations are sent to the required agencies.

Secondary Function: To perform varied secretarial and administrative functions for the County Commissioners and Chief Clerk, acting as a liaison between the department and other county agencies.

Qualifications:

A. Education/Training:

1. High School Diploma or equivalent required.
2. Must have working knowledge of Microsoft Office (Word, Excel, Outlook).
3. Candidates will be required to complete a basic computer skills assessment as part of the interview process, covering entry level proficiency in word processing, spreadsheet, and email/calendar software. Assessment is evaluated on successful independent completion of standard office tasks, not advanced technical skill.
4. Within 6 months of hire, must obtain notary public certification.
5. Valid driver's license preferred.



County of Jefferson – Employee Job Description

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.

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 50 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.



County of Jefferson – Employee Job Description

Duties and Responsibilities:

*Voter Registrar:

1. Maintains county voter registration.
2. Coordinates all phases of the mail-in ballot process.
3. Coordinates high volume mailings, during defined election cycles, requiring accurate and efficient processing under deadline pressure.
4. Schedules/conducts poll worker training classes.
5. Disperses and receives petitions for election candidates.
6. Prepares poll bags for election day.
7. Completes the annual summer list maintenance.
8. Performs election duties as assigned.

*Assistant Chief Clerk:

9. Acts as Chief Clerk in their absence.
10. Provides secretarial support to the County Commissioners by accepting job applications, scheduling appointments/meetings, and monitoring their appointment calendar.
11. Answers telephone and responds to routine inquiries or takes messages/transfers calls to the appropriate individuals.
12. Greets and assists the general public.
13. Reviews, sorts, and distributes mail and correspondence within the department.
14. Processes required department documents, forms, and reports as required.
15. Types letters, reports, memos, and other documents as required.
16. Takes, transcribes, and types dictation, minutes, etc.
17. Maintains inventory of supplies and orders office and/or election supplies.
18. Provides notary service to the general public.
19. Operates computers and other office equipment as needed.
20. Attends meetings and trainings as required to maintain competency.
21. 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. Demands of the position will occasionally surge during the election cycle, requiring an extension of regular work hours to meet the needs of the election process.



County of Jefferson – Employee Job Description

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)