

Lincoln County

Job Description

Job Title: Elections Deputy

Version Date: May 16, 2017

Department: Elections

Reports to: County Clerk

Mission Statement

Perform a variety of routine and complex clerical tasks to ensure the integrity of County Elections, assist the Clerk and Public with their needs in a manner that is professional and courteous manner.

Election Duties and Responsibilities:

1) Facilitate federal, state, and local elections

- a) Follow the Election Calendar and abide by the deadlines
- b) Put in place voting procedures according to State laws
- c) Establish polling places that meet State requirements
- d) Publish election information according to statute
- e) Enter and maintain voter registration cards
- f) Be able to work late on election day until all votes are counted, verified and reported to the State
- g) Prepare Official reporting/canvass of election results
- h) Review all poll books and record voter history
- i) Compile and verify voter lists from official registration records
- j) Maintain the Idaho Voter Registration System (IVRS) data base

2) Maintain election official paperwork for:

- a) File and retain records according to statute
- b) Candidates / Campaign Disclosure documents
- c) Levies or Bonds Resolutions
- d) Gather and report as required all election expenses and track to budget
- e) Provide information and support for the clerks of the political subdivisions, and help them with any questions for filing deadlines, bonds, levies, and any other questions for their specific taxing district.

3) Organize and train poll workers to work for each election

- a) Appoint election personnel for each election
- b) Create current procedures and practices for election personnel training
- c) Execute election personnel training
- d) Monitor processes on Election days to ensure procedures are being properly followed

- e) Select and appoint personnel for Election day counting of ballots and evening processes

4) Maintain the Election Supplies and Equipment

- a) Inventory all election supplies and reorder when needed
- b) Must be able to lift 25 lbs in order to deliver Election equipment to Precincts
- c) Keep election equipment secure and maintained and programmed according to contract with ES&S
- d) Prepare and coordinate the delivery of election supplies and equipment to the polling places on election day
- e) Maintain contact with County mapper to maintain election districts and publish elections

5) Ballots

- a) Enter the information for each election: Candidates, Questions, Levy, Bonds, etc. to ES&S for coding
- b) Proof ballots for printing, order ballots, edit ballots to Print On Demand

Other job responsibilities assigned by the County Clerk:

Answer the telephone for the Auditors office and elections

Cross train for backup in other duties as assigned

Other duties as assigned.