

Lincoln County Job Description

Job Title: Chief Deputy Elections Clerk

Version Date: June 14, 2018

Department: Elections

Reports to: Elected Clerk

Mission Statement

Perform a variety of routine and complex clerical tasks to ensure the integrity of County Elections, assist the Clerk, Recorder, and Public with their needs in a manner that is professional, courteous. Successful candidate must be able to pay close attention to details.

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) Official reporting/canvass of election results
- g) Review all poll books and record voter history
- h) Compile and verify voter lists from official registration records
- i) File and retain records according to statute
- j) Maintain the Idaho Voter Registration System (IVRS) data base

2) Maintain election official paperwork for:

- a) Candidates / Campaign Disclosure documents
- b) Levies or Bonds Resolutions
- c) Expenses
- d) Provide information and support for the clerk of the political subdivisions, and help them with any questions for filing deadlines, bonds, levies, and any other questions for their specific taxing district.
- e)

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

4) Maintain the Election Supplies and Equipment

- a) Inventory all election supplies and reorder when needed
- b) Keep election equipment secure and maintained every other year per contract with ES&S
- c) Coordinate the delivery the election supplies and equipment to the polling places
- d) 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:

6) Public Defense Coordinator

- a) Work in the Courts when court is in session, typically 1 day a week to help defendants who need public defenders.
- b) Coordinate with public defense attorneys.
- c) Maintain data in Public Defense database.

Preform duties as backup of all functions in the Auditor's office in assisting the public.
Assist with any other tasks given in a timely manner.