



POSITION OPENING

POSTING DATE: August 30, 2018
DEPARTMENT: County Clerk/Recorder
POSITION TITLE: Election Clerk
HOURS: Full-Time (37.50 Hrs/Wk)
FLSA: Non-Exempt
AFFILIATION: Union-Teamsters-Unit B
GRADE: 11
WAGE: \$14.24 - \$17.81 per hour

APPLICATION DEADLINE: ~~September 12, 2018~~

The Union approved Application Deadline for this position is September 07, 2018.

Interested candidates should submit a resume and a County Employment application to:

Tina Rudd, Tazewell County Deputy County Clerk/Recorder
11 S. 4th Street
McKenzie Building Suite 203
Pekin, IL 61554

The Tazewell County Employment application and job description can be found on the Tazewell County website at: <http://www.tazewell.com/> at the under "How Do I .. Apply for a Job?."

Tazewell County is an Equal Opportunity Employer



Tazewell County Job Description

Job Title: Election Clerk-Judges
Department: County Clerk
Reports to: County Clerk
FLSA Status: Non-Exempt
Affiliation: Union – Teamsters-Unit B
Grade: 11
Prepared Date: Amended 01/16/2017

SUMMARY: Hired by the County Clerk and under general supervision of the Chief Deputy. This position performs a variety of moderately complex to complex Clerical work involving the Election Division.

Register voters using Illinois voter registration requirements. Computer input of information produces ID cards with voter number and polling location. Clerk obtains death records, change of address and name changes to make appropriate changes to voter information. Clerk is responsible for recruiting judges, coordinating election judges with precinct location and division of parties. Clerk assists public with voting and voting information including voting locations and absentee ballots. This position secures elections judges for early voting and Election Day and prepares payroll for election judges. The Elections Clerk also helps with set-up and the taking down of election equipment. Keep updated list of Election Judges. Work with Precinct Committeeman to recruit judges. Run reports to be for each Committeeman with current judges and how many judges are needed. Place judges for each election making sure each precinct has the correct number of judges for location Assists in training of Judges. Send mailings to judges for appoint of term, working notices, and training. Election Judge payroll is processed by: collecting paperwork of judges who worked, drove and worked out of their area, to insure proper payment. Also during elections: work with absentee, early and grace period voting, delivers election equipment and supplies, pack election equipment and supplies

PRIMARY DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned to meet business needs.

Register new voters, make changes to current voters

Customer Service

Maintain voter registration

Recruiting of Election Judges, assigning precinct locations for judges, and making sure the division of parties meets state statute requirements-total judges is 675 at this time.

Payroll for Election Judges

Working with Precinct Committeeman to appoint Judges.
Assist in training of Judges.

Run Reports: Audit Report, Previous County Report, Voter's Cards, and
Check Deceased Records.

Prepares election supplies and equipment for vote centers.

Assist the public with information on Grace Period, Early and Absentee
voting.

Assist the public on election day. Assist polling locations with voting
machine set up.

Assist polling locations with procedures after polls close.

SUPERVISORY RESPONSIBILITIES: No Supervisory Duties

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required.

EDUCATION and /or EXPERIENCE: High school diploma or general education degree (GED) with one to three years of responsible office experience or equivalent combination of education and experience required. Knowledge of voter registration requirements, election laws, codes, policies and dates concerning election laws and elections. Establish positive relationships with co-workers and the public.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, divide, determine percentages, and calculate interest.

TECHNICAL SKILLS: Experience in personal computers, keyboarding, spreadsheets, word processing, digital cameras, printers, typewriters, calculators, telephones, fax machines, digital copier, laminating machine and other office equipment.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid Illinois State motor vehicle operator's license as well as effective motor vehicle insurance.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to communicate with customers and co-workers.

LANGUAGE SKILLS: Ability to accurately report and maintain records thorough knowledge of modern record management techniques with journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from employees and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; reach with hands and arm; and talk; or hear. The employee is occasionally required to use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 40 -50 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. The noise level in the work environment is usually quiet.

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.