



POSITION OPENING

POSTING DATE:	November 2, 2018
DEPARTMENT:	County Clerk
POSITION TITLE:	Election Supervisor
HOURS:	Full-Time (37.50 Hrs/Wk)
FLSA:	Non-Exempt
GRADE:	14
WAGE:	\$19.55 - \$24.44 per hour
APPLICATION DEADLINE:	Until Filled

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

Human Resources Department
11 S. 4th Street
McKenzie Building Suite 114
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 Supervisor
Department: County Clerk
Reports to: County Clerk
FLSA Status: Non-Exempt
Grade: 14
Prepared Date: Amended 01/16/2017

SUMMARY: Election Supervisor - Coordinates and supervises full time, part time and temporary employees in the performance of their duties in preparing for federal, state and local elections. Trains election judges in the election process and creates power point demonstrations for training. Aids in the preparation of voting devices and maintenance. Prepares petition packets and assists county and local officials in filing of candidates for precinct committeemen, county and school districts. Maintains all election materials, voter registrations, Economic Interests Statements, Deputy Registrar's oaths and abstract of votes from all elections. Coordinates the distribution of early, absentee, grace and mail ballots. Prepares and draws maps for changes in precincts, state and federal districts and updates voters. Enter candidates in preparation of ballots and proof all ballots prepared. Orders supplies for elections. Prepares all information on election results for the State Board of Elections. Maintains information on the Illinois Voter Registration website throughout the State of Illinois and other states to keep accurate voter records. Works closely with state, federal and local officials in regards to the election process. Serves as a Freedom of Information officer.

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

Supervises full time, part time and temporary employees maintaining schedules, work assignments, etc.

Oversees the distribution of early, grace, absentee, nursing home and mail ballots and establishes early voting sites throughout the county and assisting election judges at those sites.

Supervise all clerks' duties in the election process. Train early voting judges.

Have thorough knowledge of elections laws and assist local, county and state candidates and officials on filing, preparations of elections and election codes.

Send election materials to all local election officials.

Prepare test deck of ballots to assure accuracy of voting equipment.

Prepare nomination and election certificate to candidates.

Supervises preparation and maintenance of all voting devices.

Input candidates to prepare ballot.

Proof all ballots and establish codes for voters to ensure voting in correct taxing districts.

Order supplies needed for election.

Supervises county candidates, precinct committeemen in filing petitions and preparations of filings.

Assists local governments in the filing of referendum and questions of public policy.

Send county wide voters bi-annually to voters to purge records.

Prepare and draw maps for new precincts, county, legislative, and congressional districts.

Work with Township Supervisor in selecting polling locations, location changes notifying all voters of precinct changes.

Maintains all current registration records on Illinois Voter Registration website in the State of Illinois and other states keeping records up to date.

Prepare power point demonstration and conducts training of all election judges, scheduling and locating new polling locations.

Prepare discs of registered voters for candidates, provide labels of voters.

Aid precinct committeemen, party chairman in the selection of election judges.

Prepare formula for split by party of judges in each precinct.

Present list of newly appointed judges to County Board and Courts for approval.

Supervise scheduling of Election judges to serve at polling locations.

Supervises and aids in preparing elections materials and kits for use by judges at polling place.

Works closely with vendors in preparing and maintaining software for registration and voting purposes.

Reports to State Board of Elections all registration, election results, referendums, Economic Interests Statements, overseas citizens and military ballots cast.

Maintain all abstract of votes for future reference.

Contact Local Records Commission in the disposal of records.

SUPERVISORY RESPONSIBILITIES: Directly supervises Election Clerks. Plans and schedules work, assigns work, instructs and trains in methods and procedures, checks and approves work, makes recommendation regarding employee job performance, conducts performance evaluation and makes hiring recommendation.

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 ten 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. Apply induction to situations. Develop new solutions by analyzing, interpreting, evaluating, and creative and innovative thinking.

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.