

Champaign County Job Description

Job Title: Senior Election Specialist

Department: County Clerk

Reports To: County Clerk/Chief Deputy

FLSA Status: Non-exempt

Employment Status: Bargaining Unit - AFSCME General Unit

Prepared Date: August, 2012

SUMMARY Performs specialized duties involved in processing and maintaining voter registration and election information.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Has knowledge and assists with interpretation of the National Voter Registration Act (NVRA-Motor Voter), Help America Vote Act (HAVA) and Illinois Election Code regarding voter registration rules and regulations and be aware of changing laws and procedures.

Evaluates voter registration and election procedures and recommends changes based on efficiency, technology and changing state and federal requirements.

Responsible for the file maintenance and retention of all election and voter registration documents.

Has knowledge and understanding of Champaign County Clerk's Voter Program and its interaction with the Illinois Voter Registration System (IVRS). Collaborates with the County Clerk and relevant IT staff in maintaining and upgrading Voter Program to compliance with HAVA and mandates from the State Board of Elections.

Responsible for development, maintenance and compliance of Absentee Voting activities and Incapacitated/Nursing Home voter activities. Organizes and coordinates IN-Person/Early absentee voting in our office and other stations throughout the County, including use of election equipment and requirements for assisting voters. Organizes and coordinates MOVE and Federal Voting Assistance Program (FVAP) voters and meets Illinois deadline for sending these ballots to Military and Overseas voters. Organizes and coordinates the mail-out absentee program. Organizes and coordinates Incapacitated and Nursing Home voters. Organizes and coordinates Nursing Home voting throughout the County. Responsible for keeping reports for Illinois State Board of Elections regarding all aspects of absentee voting.

Assists in arranging election judge schools and helps train over 600 judges. Assists in the preparation of the Election Judge Manual. Assists in the placement of the election judges in the 117 precincts throughout Champaign County; generates pay sheets for the election judges and maintains their mileage records. Maintains records and generates reports as necessary to guide election judge staffing and training decisions. Formulates the number of election judges statutorily required and assists in the certification process.

Assists the County Clerk in the design of all forms and certificates used for the election process which include applications to Vote, Voter Registration Forms, all Absentee forms, Certificates, and Oaths.

Manages and implements Voter Confirmation activities. Responsible for resolving outstanding responses and discrepancies. Responsible for Voter Program data maintenance including missing signatures, missing identification, incorrect addresses and other discrepancies.

Manages scanning activities related to Voter Registration database and Voter Program, using understanding of how scanning activities interact with Voter Program, including troubleshooting and data maintenance.

Responsible for processing voter information in the Illinois Voter Registration System (IVRS), including evaluation and research of possible duplicate registered voters, and transfer of registered voters into and out of Champaign County. Have knowledge and understanding of IVRS to verify voter registration information, including interaction with other jurisdictions when necessary.

Responsible for processing voters through Military and Overseas Voter Empowerment (MOVE). Interpret criteria that qualifies these voters to be able to vote absentee. Must have knowledge and understanding of the MOVE program and be able to communicate to this type of voter how to create a MOVE account and how it benefits them. Must have knowledge and understanding of how a created MOVE account then flows into IVRS and the many steps of how to process the information in IVRS and ultimately send a ballot to a MOVE voter.

Responsible for keeping the absentee area secure daily throughout an election period. Must have knowledge and understanding of how election equipment operates and what the rules and regulations are for a voter depositing their ballot into the tabulator and/or requesting assistance in the voting of their ballot. Must be able to troubleshoot election equipment errors and act in a reasonable amount of time to resolve the issue.

Responsible for redistricting voters throughout Champaign County (every 10 years). Responsible for adjusting voter registration database and maps as needed for taxing district annexations and district boundary changes, including creation of maps of precincts, taxing districts, and legislative districts. Must have knowledge and understanding of the ArcMap program. Must also be able to translate data from ArcReader maps into working information regarding addressing issues in order to register voters correctly.

Responsible for communications received from officials in various tax districts and reflecting those changes in a program that allows our office to keep updated records of current and past Elected Officials. Responsible for coordinating information for taxing districts leading up to any Consolidated Election; the status of their members/trustees, making sure they understand the election process and complete their paperwork correctly and in a timely manner.

Enters candidate and referendum information for ballot purposes into County Clerk Access program. Enters election totals after election in Access program.

Coordinates projects throughout the Election Department and assists with assigning staff to projects. Inventories and submits information to County Clerk/Chief Deputy of office and election supplies.

Provides backup to the Account Clerk and may provide backup to the Tax Extension Specialist.

Performs any of the duties and responsibilities of the Deputy County Clerk position; also provides guidance and assistance to the Deputy County Clerks and coordinates and supervises training of new staff.

SUPERVISORY RESPONSIBILITIES Assists with direction of activity within the Elections Department. Schedules and oversees 5-20 temporary Election Judges during Absentee/Early Voting and on Election Day.

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

EDUCATION and/or EXPERIENCE Associate's Degree and 1-3 years of responsible office/clerical experience, or equivalent combination of education and experience. Requires good knowledge of the English language, spelling and mathematics; of modern office practices and procedures; of office equipment; of Microsoft Access, Excel, Word, Exchange, and desk-top publishing. Requires knowledge of the Voter Program, IVRS, and MOVE. Requires knowledge of the County community and its organizational structure; knowledge of the Election Code, Tax Laws and Vital Statistics rules and procedures.

LANGUAGE SKILLS Ability to read and interpret documents such as tax laws and ordinances, computer program instructions and election law procedures. Ability to write routine reports and correspondence. Ability to speak effectively before the general public or employees of the organization.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS Registered voter and willing to take oath as Deputy County Clerk.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; reach with hands and arms; and talk; or hear. The employee is occasionally required to stand; stoop; kneel; crouch; and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Usually, normal office working conditions. The noise level in the work environment is usually quiet to moderate.

Note: This document contains wording of a description of a general class of positions with the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position with this job class. "Essential functions" are to be determined at the position or job level within each department.