

# Bonner County Job Description



**Title:** ELECTIONS SEASONAL CLERK

**Department:** Elections

**Supervisor:** Elections Manager

**Supervision Exercised:** None

**Wage Grade:** 4

**Job Description Revision:** 04/12/2017

**Number of Vacancies:** [for recruitment use]

**Open Date:** [for recruitment use] **Close Date:** [for recruitment use]

<b>Posting Title</b>	Elections Seasonal Clerk
<b>General Summary</b>	<p>Provide seasonal clerical support for the Elections Office, specifically in the areas of support for office matters related to election events; Includes the sorting and placement of election supplies.</p> <p>Work involves routine situations where decision making is within specific and definite directions and instructions. Incumbent is expected to work independently as he/she follows clear orders and directions. Communicates regularly with others in the Elections Office. Seasonal only.</p>
<b>Essential Functions</b>	<p>The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:</p> <ol style="list-style-type: none"> <li>1. Works in concert with elections staff in the Elections and Clerk’s Office.</li> <li>2. Assists with preparing election materials and files for elections events and records.</li> <li>3. Responsible to keep all areas of filing clean and tidy.</li> <li>4. Work is not generally physically demanding and hours must comply with the FLSA wage, hours and safety requirements.</li> </ol>
<b>Specifications</b>	<ol style="list-style-type: none"> <li>1. Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. Position may employ minimum age under the <u>29 CFR §570.2 &amp; 29 CFR §§570.31-34</u></li> <li>2. No experience necessary but knowledge of and the ability work with office supplies and procedures is helpful.</li> <li>3. Must possess good communication skills.</li> <li>4. Ability to follow specific and general directions.</li> <li>5. Ability to communicate effectively, both orally and in writing.</li> <li>6. Ability to work harmoniously with others.</li> </ol>

<b>Working Conditions</b>	Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone); frequent fingering, grasping, walking, climbing stairs. Requires good general vision and legible handwriting.
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<b>Disclaimer</b>	This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy.
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I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_