

**CHARTER TOWNSHIP OF WHITE LAKE
JOB DESCRIPTION**

ELECTION SPECIALIST

Department: Clerk's

Non-Exempt

Approved: January 17, 2012

General Summary

Under the direction of the Township Clerk, is responsible for operations in the Clerk's office relative to all elections. Coordinates and oversees all aspects of elections, Township, County, State and Federal, held in White Lake Township. Plans, organizes and oversees all election activities.

Typical Duties:

1. Maintains & oversees voter registration records such as issuing voter identification cards, moves, cancellations, name changes, voter history and filing.
2. Prepares publications for all Township, state, federal, and school elections in local newspapers, regarding voter deadlines, precinct information, public accuracy test and other information pertinent to Election Day as directed by the Township Clerk.
3. Plans, organizes, and oversees election activities including relocation of precinct boundaries and splits, the set up of precincts on Election Day and assigning precinct workers.
4. Assists the Clerk in the tracking all election expenses for the purpose of reimbursement, as applicable by State, county, or school districts.
5. Attend any seminars, classes, clerk meetings related to elections for the purpose of certification.
6. Works a flexible schedule as assigned by the Clerk
7. Keeps abreast of all new elections laws and makes sure that all notices and required information is sent out in a timely manner. Maintains election law files.
8. Assists in training of regular and part-time staff in election related work functions; assigns and monitors work of employees engaged in election work.
9. Maintains inventory of election materials, orders materials needed for elections, works with data processing staff on programming of election computer and ensures completion of other administrative requirements for elections.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not construed as an exhaustive list of all job duties performed by personnel so classified.

10. Makes sure that all the required reports and copies are sent to the County on election night. This includes driving required information to Oakland County on Election night.
11. Schedules and assists testing election machines.
12. Oversees daily issuance of AV ballots, labels and e-mail for candidates and balances daily reports, including all data entry.
13. Issues and receives nominating petitions and verifies petition signatures.
14. Assists with ordering and proofing election ballots.
15. Prepares precinct election material for distribution for Election Chairman prior to Election Day.
16. Performs and assists in a variety of duties to support the Clerk's office including the maintenance of cemetery records, maintaining the phone system, ordering office supplies, assists the public and types documents as requested by the Clerk.
17. Assists Accounting Department with accounts payable as needed during off election cycles.

Education/Qualifications:

- A high school diploma or equivalent. Associates degree or commensurate practical experience in administration, with a minimum of four (4) years of data processing and clerical experience.
- Experience in a Municipal setting with a background in computerized or electronic voting equipment, and an emphasis in Election Administration preferred.

Other Requirements:

1. Demonstrated effective organizational and communication skills.
2. Ability to communicate orally in person and/or over phone required.
3. Self-directed and the ability to coordinate multiple tasks simultaneously.
4. Visual concentration required to read a computer screen and/or written material.
5. Proficient in Microsoft Word, Outlook and Excel. Ability to enter data on a computer terminal and/or use a calculator or adding machine required.
6. Ability to frequently lift objects of up to 10 pounds in weight. Occasionally lifting or moving objects of up to 25 pounds in weight.

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