

**CHARTER TOWNSHIP OF WHITE LAKE  
JOB DESCRIPTION**

**SENIOR ELECTION SPECIALIST**

**Department: Clerk's**

Non-Exempt

Approved: November 15, 2016

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**General Summary**

Under the direction of the Township Clerk, is responsible for coordinating the 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. Responsible for a variety of election publications and reports.

**Typical Duties:**

1. Liaison with State QVF office. 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. 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.
6. Organizes and implements training of regular and part-time staff in election related work functions; assigns and directs work of employees engaged in election work.
7. 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.
8. Makes sure that all the required reports and copies are sent to the County on election night.
9. Manages and monitors the testing of election equipment as required by law.
10. Oversees daily issuance of AV ballots, labels and e-mail for candidates and balances daily reports, including all data entry.
11. Issues and receives nominating petitions and oversees the verification of petition signatures.
12. Assists with ordering and proofing election ballots.
13. Prepares precinct election material for distribution for Election Chairman prior to Election Day.
14. Maintains compliance with Election Assistance Commission (EAC) reporting for MOVE Ballots for Military and Overseas Voters for every election.
15. Maintains compliance with the Bureau of Elections by preparing and submitting election reports including but not limited to the Provisional Ballot Report before and after every election.
16. Maintenance of cemetery records and database.
17. Communicates with the families, Cemetery Sexton and funeral homes for burials in addition to monument companies for foundation requests.
18. Sales, transfers and buyback of cemetery lots for two cemeteries.
19. Performs and assists in a variety of duties to support the Clerk's office including maintaining the phone system, ordering office supplies, works with document management system, assists the public and prepares documents as requested by the Clerk.

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.

**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.
- Minimum of five (5) years experience as an Elections Specialist or position with equivalent responsibilities in election administration.
- Must maintain current Election Official Accreditation and demonstrate thorough knowledge of election law.
- Must re-certify Election Official Accreditation every two (2) years.
- Must be certified as an Election Inspector Training Coordinator.
- Knowledge of the MOVE Act and Military and Overseas Voter election laws.
- Maintain an in-depth knowledge of QVF, the Qualified Voter File for the State of Michigan.
- Must attend and participate in annual training through the Michigan Association of Municipal Clerks and the Oakland County Election Division.
- Required to take and maintain course requirements through the Michigan Election eLearning Center.
- Experience in a Municipal setting with a background in computerized or electronic voting equipment.

**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. Notary Public or ability to become one.
7. Ability to work a flexible schedule during election periods as assigned by the Clerk.
8. 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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