

## **BUTLER COUNTY – EOE/AA**

### **Job Description**

### **Election Deputy**

**Job Title:** Election Deputy

**Department:** County Auditor

**Title:** Election Deputy

**Salary Level:** 60-85% of County Auditor

**FLSA Status:** Non-Exempt

### **PURPOSE OF POSITION**

Performs responsible public contact and document processing to maintain current voter registration and election records; prepares candidate paperwork, ballots, and publication materials directed by law as associated with elections and participates in other various operational and support tasks carried out in Auditor's Office.

Prepares and implements a plan to conduct each election including: voter registration, procedures for domestic, UOCAVA and Health Care Facilities absentee voting, developing proper timeline and schedules, meeting critical deadlines, evaluating statistical data to determine necessary support staff, precinct election workers, voting facilities, voting equipment, ballots and supplies.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

(These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.)

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Directs all election activities including: voter registration, ballot preparation, data processing, the canvassing of returns, the location of polling places, absentee ballots, the coordination of election night results, the distribution and receipt of nomination papers, the notices for elections as required by law and the preservation of voting records.
- Oversees and processes absentee ballot requests from voters (domestic, UOCAVA and health care facility)
- Interacts with candidates for public office, the media, city and school officials, political party chairs and the general public to answer questions regarding the election process, provide information and coordinate related activities.
- Oversees hiring and training of temporary staff and precinct election officials for all voting precincts to ensure elections are properly administered.
- Inspects and communicates with polling centers, ensuring they met the necessary requirements, including ADA compliance.
- Prepares and monitors the annual Elections Office budget, including tracking all expenses and preparing statements of expenses for governing body or franchise as allowed.
- Monitors proposed and approved legislative actions and reviews election laws to determine what changes may be required in election policies and procedures.
- Responsible for all Elections materials, supplies, equipment and records:
  - Purchases, maintains, and prepares voting equipment and monitors public testing of all voting machines as requested by law.
  - Ensures that voting equipment is in proper working order and that appropriate procedures are in place to safeguard the equipment and voting materials.
  - Utilizes applicable software to prepare elections, ballots, voting equipment and electronic poll book equipment, and other software as needed.

- Maintains lists of current office holders for all local county, city, school, and township officials.
- Maintains proper retention guidelines for elections material and conducts the destruction of expired election materials as mandated.
- Issues certificates of election to successful candidates.
- Conducts all National Change of Address programs as mandated.
- Assists county political party chairs with mandated Precinct Caucus filings.

**QUALIFICATIONS:**

- High School Diploma or equivalent required.
- Associate’s degree (A.A.) or higher in Business is preferred, considerable (3-5 years) job-related business office experience, or an equivalent combination of education and experience.
- Job-related experience in a governmental environment is preferred.
- Must possess a valid Iowa Driver’s License and be insurable under the County’s guidelines
- Excellent written and verbal communication skills are required.
- Ability to read and analyze governmental regulations and technical procedures pertaining to elections and related issues.
- Ability to maintain compliance with applicable state and federal laws.
- Ability to maintain confidentiality.
- Ability to work extended hours during elections.
- Must maintain a high level of accuracy and attention to detail.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- Position is in an indoor office setting requiring knowledge of modern office practices, procedures and equipment such as copiers, scanners, fax machines, telephones, and computers (including Microsoft Office Suite programs).
- Must be able to lift/move up to 50 lbs. to transfer voting equipment
- Ability to travel locally to polling locations and also travel out-of-town for training and meetings.
- Position requires substantial interaction/communication with other employees, elected officials, vendors, outside agencies, and the general public.
- Position requires frequently working extended hours due to elections.
- Exposure to high stress situations are common.

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**Employee’s Signature**

\_\_\_\_\_  
**Dept Head/Elected Official Signature**

**Date:** \_\_\_\_\_

Butler County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and position incumbents to discuss potential accommodations with the Employer.