

## LABETTE COUNTY POSITION DESCRIPTION

**POSITION TITLE: Election Clerk**

**REPORTS TO: County Clerk or Deputy**

**DEPARTMENT: County Clerks' Office**

**FULL TIME**

**FLSA STATUS: Not exempt**

**PAY RANGE: \$12.44 per hour**

---

### **JOB SUMMARY:**

- Assist the election clerk in daily responsibilities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist with all functions of the County Clerk's Office  
Some may include the following:
  1. Answer phone and transfer calls
  2. Keep election records current
  3. Assist with filing election materials.
  4. Assist with election night results
  5. Assist with some office correspondence
  6. Know how to help customers with Game Licenses, Homesteads, Tax Redemptions etc.
  7. Other duties as assigned.

### **MAJOR ACCOUNTABILITY:**

- Ability to work in an office environment.
- Ability to communicate with the employer about any problem.
- Ability to communicate effectively and courteously with a variety of personalities.
- Ability to work in an efficient manner and, if required, to handle any reports and have them done within each item's time constraints.

**QUALIFICATION REQUIREMENTS:**

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, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions .

**EDUCATION AND/OR EXPERIENCE:**

- Achieve high school diploma or General education degree (GED)
- Computer skills a must.
- Will include on-going education to maintain job requirements.

**MANAGEMENT SKILLS :(if applicable)****LANGUAGE SKILLS:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, legal documents, directives, and produce manuals.
- Ability to speak effectively before groups of customers or employees of various organizations.

**LISTENING SKILLS:**

- Ability to interpret oral instructions.
- Ability to comprehend taxpayer request and questions.

**WRITING SKILLS:**

- Ability to write routine reports and correspondence .

**READING SKILLS:**

- Ability to interpret oral directives and correspondence .

**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 standard situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must be U.S. citizen or possess authorization for employment for immigrations services.

**PHYSICAL REQUIREMENTS:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions .

- Continuously required to stand, walk , sit, use hands and/or fingers to handle, or feel objects, tools, or controls.
- Frequently required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and talk or hear.
- Occasionally required to lift and/or move up to 25 pounds.
- Specific vision abilities required are close vision, distance vision, and the ability to adjust focus.
- Must pass a physical and drug test prior to employment.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those any employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions .

- The noise level in the work environment is usually moderate.