REQUEST TO CREATE & FILL VACANCY

Position Vacancy Temporary Election Worker

Department Finance Office

Vacancy Result of: Election Season

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

1. Job Description Attached

2. Departmental Organizational Chart

3. Severance Payout Calculations for Terminating Employee (if applicable)

Vacation	$
Sick Leave	$
Employee Retirement Recognition	$
Other	$
Total	$

4. Explain the effects of leaving the vacancy until severance is accumulated.

5. Explain the effects of not filling the position or discussion of alternatives.

Extra staff is needed to handle the absentee voting process.

6. Provide description of departmental discussions about the position.

7. Estimated length of time to fill the position after approval.

Staff needed: April 15th - June 3rd, 2020
Sept. 16th - November 4th, 2020

8. Any additional comments?

Nicki Buseth — 2-25-2020

Department Manager — Date

Request for creating & filling of vacancy: _____Approved _____Denied

Chair, Brookings County Commission — Date

POSITION TITLE	Temporary Election Worker
GRADE	Non-Graded
WAGE	$12.00/hour
FLSA STATUS	Non Exempt
REPORTS TO	Brookings County Finance Officer and/or his or her designee (Election Supervisor)
POSITIONS AVAILABLE	April-June up to 40 hours a week (on average)-**3 positions** September- November up to 40 hours a week (on average) – **3 positions** **Hours/Days may vary but typically M-F 8:00 am – 5:00 pm**

DESCRIPTION OF WORK

General Statement of Duties

Performs a variety of tasks to assist with the coordination of a county primary and/or general election.

Examples of Duties: (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this grade.)

- Assists residents in election procedures including voter registration, absentee voting, and the use of election equipment (including electronic voting machines).
- Assist in the preparation and distribution of election materials such as voter registration books, signs, equipment, supplies etc.
- Uses computer programs to look up and/or enter voter registration and absentee voting information.
- Will be required to work during the election.
- Assists with other duties as requested by the Finance Office.

QUALIFICATION FOR APPOINTMENT

Required Knowledge, Skills, and Abilities

- Knowledge of modern office practices, procedures and equipment including computers, calculator, fax machine, copy machine, etc.
- Knowledge of record keeping and filing procedures.
- Ability to make mathematical computations rapidly and accurately.
- Ability to alphabetize proficiently in filing election materials.
- Ability to understand and follow both verbal and written instructions and to communicate effectively both verbally and in writing.
- Ability to display efficient use of time and proficient organizational skills with specific attention to detail.
- Willingness and ability to undertake such specialized training and/or education as may be needed to effectively perform duties and responsibilities as required.
- Ability to regularly lift up to 25 pounds and occasionally lift up to 50 lbs.
- Ability to stand for long periods of time assisting residents in election procedures.
- Ability to sit and/or stand for long periods of time.
- Ability to complete data entry tasks into a computer program.
- Ability to complete written forms as needed for election materials.

Education

- Graduation from high school or GED.

Experience

- One year general office experience

OR

Any equivalent combination of education and experience as is acceptable to the hiring authority.

_____ _____

Commission Chairperson *Date*