

POSITION TITLE	Temporary Election Worker
GRADE	Non-Graded
WAGE	\$18.06/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)- 4 positions September- November up to 40 hours a week (on average) – 4 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

- Must be 18 years of age.

Experience

- One year general office experience or related experience.

OR

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

Commission Chairperson

Date