

LYON COUNTY, KANSAS  
JOB DESCRIPTION

**JOB TITLE:** ELECTION CLERK II  
**REPORTS TO:** COUNTY CLERK/ELECTION OFFICER  
**DEPARTMENT:** COUNTY CLERK/ELECTION OFFICER  
**DIVISION:** N/A

**ORIGIN DATE:** 05-1994  
**REVISION DATE:** 06-2016  
**DEPARTMENT NO #:** 10-21

**JOB SUMMARY:** This is a non-exempt full time position. Working under the general supervision of the County Election Officer and Deputy Election Officer. Ensure all elections are conducted in compliance with state and federal laws. Responsible for providing direct support to the Deputy Election Officer.

**PRIMARY DUTIES**

Voter Registration

- Maintain voter registration rolls on a daily basis including adds, changes, deletes and corrections. Scan all registrations, party affiliations, confirmations, obituaries, returned mail, proof of citizenship documentation and attach to ELVIS software files and mail required notifications.
- Work with the GIS/Mapping Department to maintain and update maps providing for annexations and or street file changes and redistricting.
- Maintain voter registration rolls using yearly maintenance lists i.e.: NCOA, Interstate Cross Check and the SSA Master list.
- Work with the Secretary of State, County Attorney and the County Election Officer to meet all legal requirements of the voter registration laws and regulations as needed.

Elections

- Plan, prepare and organize all elections for the County.
- Prepare election calendar and candidate filing packets each year, including shared district information from surrounding counties.
- Process, verify and track candidate filing petitions for county and state.
- Determine supply and equipment needs including ordering and organization of equipment.
- Reserve polling locations, plan for delivery and pick up of voting equipment.
- Prepare and maintain an Election Training Manual. Notify election board workers of training and assist in election school classes.
- Prepare information needed in constructing and designing the ballot with the assistance of the Election Technician.
- Work with Election Officer to determine number of ballots and equipment needed for each polling location.
- Prepare, mail and process advance ballots being mailed and returned to the election office.
- Provide Election Day support for election board workers, prepare election office for receiving supervisor supplies and oversee the election process and staff.
- Prepare the required documentation and reconciliation reports for the canvass of the election including processing any provisional ballots. Assist the County Election Officer with the canvass.
- Maintain the county abstract for all elections.
- Post election credits in the voter history file in the ELVIS software system.
- Provide constant monitoring of all proposed legislative changes related to elections and consult with County Election Officer.

## **MISCELLANEOUS**

- Assist with Homestead Tax Refund filings.
- Provide customer service in person or by phone as needed.
- Provide information for record requests from the public, Justice Department, Secretary of State, Governmental Assistance Office, etc.
- Attend required training and educational sessions to ensure proper legislative changes are applied to the election process.
- Other duties as assigned.

## **QUALIFICATIONS**

- Must be bondable. Must be a registered voter per K.S.A. 25-2804.
- Two years of general office/clerical experience required. Experience should include duties involving general clerical, bookkeeping and data processing. Persons in this position are expected to have acquired sufficient knowledge and experience to be performing the job at a competent level after 18 months employment in the position.

## **EDUCATION**

- High school diploma, G.E.D. or equivalent required.

## **KNOWLEDGE**

- Acquire knowledge of statutory requirements pertaining to the Election Office. Must have the ability to receive, interpret and follow verbal and written instructions. Required to read, write and speak English fluently with the ability to speak a foreign language helpful.

## **SKILLS**

- Operation of basic office equipment, computers, election and ballot tabulation equipment.
- Problem solving; must have ability to solve practical problems involving a mix of variables.
- Decision making; moderate decision making occurs in this position. Most duties follow prescribed procedures.
- Supervisory (direct/indirect); provide indirect supervision or advisory supervision as needed.
- Financial/Budgetary Accountability; handle moderate volume of cash transactions. Minor input involving the budget process.
- Interpersonal; frequent contact with the public and other department personnel and staff. Requires tactful, professional and high level negotiating skills.
- Working Conditions; will be required to work overtime necessary during the election cycle to meet deadlines and required services. No adverse working conditions exist in this position.
- Physical Requirements; Infrequent requirement to store and retrieve documents and cartons weighing up to 55 pounds, extending from floor level to 84 inches in height. Requires sufficient visual acuity to read and write and operate office equipment. Requires sufficient hearing level when assisting the public and communicating with others directly or by telephone.

This job description has been examined for compliance with the Americans With Disabilities Act (ADA and the Fair Labor Standards Act (FLSA).