



Elections Clerk

Class Code:
110-3 (CC-3)

Bargaining Unit: Non-union Non-Exempt

CITY OF APPLETON
Revision Date: September 2022

SALARY RANGE

\$22.91 - \$32.07 Hourly

NATURE OF WORK:

This position is responsible for clerical and elections work which involves complex work methods and problems.

Work involves performing a wide variety of administrative and clerical duties in handling the City's Elections requiring the application of discretion, initiative and independent judgment in the interpretation of policies, procedures and regulations. Work involves preparation, coordination and maintenance of the entire election process. Work is performed under limited supervision and reviewed in a general manner upon completion for adherence to established policies and procedures.

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS

- Coordinates pre-election preparation, maintains election records and history files, assures adequate inventory and proper distribution of election supplies, prepares reference materials pertinent to each type of election, and assures accurate and timely input of post-election data.
- Directs and oversees assistance provided by Administrative Support Specialists regarding pre-election preparations, post-election preparations and voter maintenance tasks.
- Recruits, directs, assigns and supervises Inspectors, Election Registration Officials and Special Voting Deputies; maintains election worker history files; manages appointments, tracks training certification hours and calculates payroll figures.
- Remains aware of changes in Wisconsin State Statutes and Federal Voting Assistance Program regarding election laws/procedures and pending changes in legislation; assists with the development and implementation of any necessary changes in procedure as a result; updates instruction/processes, assists with the development and presentation of election training materials with City Clerk.
- Facilitates voter registration and management through the WISVOTE System, including all new registrations, changes and deletions both in electronic and hard copy formats through a variety of processes including those directed or initiated by the Wisconsin Elections Commission.
- Manages inactive voters including felon, death, HAVA matches.
- Assists in coordinating the absentee voting process for in-office absentee voting. Processes, batches, and directs the fulfillment of mail, military and overseas absentee ballot requests each requiring specific applications and complex recording and tracking procedures; prepares write-in absentee ballots as necessary.
- Facilitates Special Voting Deputy schedules and visits consistent with State law.
- Maintains thorough knowledge of the election equipment; completes pre-election testing of all equipment and sets up for in-person absentee voting.
- Completes all reports related to election administration and voter data in WisVote.
- Completes election reconciliation following each election.
- Assists with the completion of post-election audits.
- Gathers and organizes information for election related record requests.

- Provides election day support for voters and poll workers.
- Coordinates election night returns; secures ballots; prepares reporting forms; organizes and reviews election returns for accuracy.
- Conducts post-election activity including records votes; cancels outstanding ballots; completes required 190 reporting; ballot reporting in CRM; and voter statistics.
- Assists with coordination of election related activities with outside community organizations.
- Coordinates use of 15 polling locations, equips sites with materials needed to conduct elections and coordinates the on-site storage of equipment and supplies.
- Coordinates with City Clerk and Administrative Services Lead to prepare election related information for the City Clerk website.
- Prepares nomination papers and assists municipal candidates in the completion and filing of ballot access forms.
- Assists the City Clerk in ballot ordering and layout review.
- Manages and updates address, ward and district combinations in WisVote.
- Coordinates with GIS to provide accurate and detailed maps for citizens and candidates with Ward and District boundaries.
- Composes and types a wide variety of internal and external correspondence.
- Enters data into computer programs and edits for accuracy.
- Maintains a detailed record and filing system.
- Maintains a detailed calendar for the destruction of election records and performs such activities when applicable.
- Answers inquiries from visitors and callers.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.

OTHER JOB FUNCTIONS

- Provides backup for other clerical staff - specifically answering telephone inquiries, front counter greeting, processing bartender and other license applications, cash receipting, assisting with mail/copy functions of the Mail/Copy Center.
- Aids City Clerk and Administrative Services Lead with special projects and report distribution when necessary or in their absence.

REQUIREMENTS OF WORK:

Considerable experience in responsible clerical/administrative work; graduation from high school, plus additional training of at least one to two years of college, business or technical school; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

- Extensive knowledge of State election laws and procedures and activities pertaining to the office of the City Clerk.
- Knowledge of departmental rules, regulations, procedures and functions.
- Ability to recruit, train and supervise seasonal election personnel.
- Ability to work accurately under pressure and meet strict deadlines.
- Ability to understand and effectively carry out oral and written instructions.
- Ability to make decisions in accordance with laws and regulations and to apply these to work problems.
- Ability to prepare effective correspondence on routine matters and compile data for reports.
- Ability to clearly convey laws and procedures to members of the public.
- Ability to establish and maintain effective working relationships with other employees and the public and to deal with public relations problems courteously and tactfully.
- Skill in operation of computers and computer software, WisVote voter management site, electronic voter tabulating equipment, and other standard office equipment.

SUPPLEMENTAL INFORMATION:

COMPETENCIES

Communication

Self-directed/Autonomous/Accountable

Problem Solving

Technical/Professional/Strategic Skills

Creative/Innovative

To learn more about these competencies click [here](#)

JOB TASK ANALYSIS:

JOB ANALYSIS/REQUIREMENTS

JOB TITLE: Elections Clerk

REVISED DATE: October 2007

REVIEW DATE: October 2007

N = Never

O = Occasionally: 1 to 33% of the time on job

F = Frequently: 34 to 66% of the time on job

C = Constantly: More than 67% of the time on job

A. PHYSICAL DEMANDS

| | N | O | F | C |
|---|---|-------------------------------------|--|-------------------------------------|
| 1. Standing | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Walking | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Sitting | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Lifting: Light - max. 10 lbs. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Lifting: Moderate - max. 25 lbs. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Lifting: Heavy to moderate - max 45 lbs. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Lifting: Heavy - max. 65 lbs. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Carrying est. wt. <u>50 lbs.</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Pushing est. wt. <u>150 lbs.</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Pulling est. wt. <u>150 lbs.</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Pulling hand over hand | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Climbing stairs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Climbing, use of legs and arms | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Balancing | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Stooping | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 16. Kneeling | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Repeated bending | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Crawling | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Reaching: <input checked="" type="checkbox"/> high <input checked="" type="checkbox"/> low <input checked="" type="checkbox"/> level | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Repetitive finger movement | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. May use hands for grasping | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. May use hands for manipulation | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. May use hands for twisting of wrist | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. May use hands for flex/ext. of wrist | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. May use hands for reaching | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 26. May use hands for overhead work | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Repetitive twisting or pressure involving wrists or hands | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Both hands required | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Both legs required | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 30. Ability of rapid mental/muscular coordination simultaneously | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Oral communication: speaks clearly in <input type="checkbox"/> Spanish <input type="checkbox"/> English <input type="checkbox"/> Hmong <input type="checkbox"/> Other: _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Hearing-conversation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 33. Intense visual concentration | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. Specific visual requirements | Near: <input type="checkbox"/> | | Far: <input type="checkbox"/> | |
| 35. Depth perception | Yes <input checked="" type="checkbox"/> | | No <input type="checkbox"/> | |
| 36. Color vision: Distinguish basic shades | Yes <input checked="" type="checkbox"/> | | No <input type="checkbox"/> | |
| 37. Color vision: Distinguish basic colors | Yes <input checked="" type="checkbox"/> | | No <input type="checkbox"/> | |
| 38. Operation of crane, truck or motor vehicle | Yes <input type="checkbox"/> | | No <input checked="" type="checkbox"/> | |
| 39. Other: _____ | | | | |

B. WORKING CONDITIONS

| | N | O | F | C |
|--|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| 1. Outside | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Alternating between Outside and Inside | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Heat between 90-100 degrees | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Heat over 100 degrees | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Cold below 55 degrees | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Temperature changes: <input type="checkbox"/> excessive <input type="checkbox"/> frequent | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Wetness | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Dry atmospheric conditions | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Confined spaces | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Heights (list maximum: _____) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Constant noise above 85 decibels | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Intermittent noise above 85 decibels | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |