



Elections Supervisor

Job Description

Department: Clerk
Position: Career Service
Grade: 723
Supervisory: Supervisor
Reports to: Assistant Director - Elections

Summary

Under general guidance and direction of the Assistant Director - Elections, performs management duties related to elections, voting processes, and services. Provides direction and supervises the work of Election Specialist and part-time employees. Manages current election procedures and provides election information to government officials, candidates, and the public.

Essential Functions

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

1. Perform complex administrative work related to the County Clerk's statutory duties; manage and direct workflow; understand and appropriately apply applicable laws, regulations, ordinances, policies, procedures, and standards to responsibilities, assignments, and processes.
2. Supervise, plan, coordinate, and evaluate the work of assigned personnel; oversee training and ensure work is completed accurately and efficiently; conduct staff meetings.
3. Participate in staffing decisions related to hiring, training, performance management, retention and discipline of assigned personnel in accordance with County policy and procedure.
4. Compile, maintain, and review all reports, daily work records, timecards, payroll information, work specifications, and appropriate personnel documentation for assigned employees.
5. Ensure proper policies and procedures are followed to maintain confidentiality and prevent fraudulent use of voter and other records.
6. Oversee the processing of voter registration forms received from the Driver License Division, the mail, and walk-in customers; examine for accuracy and completeness and resolve discrepancies before inputting information to database; scan and index voter registration forms.
7. Oversee the processing of voter registrations using state-wide voter registration database; utilize GIS and other mapping software to place voters in the correct precinct.
8. Oversee the processing of incoming and outgoing mail by tracking statistics; manage the timely mailing of required election notices to voters.
9. Ensure accurate and complete voter rolls by generating and utilizing reports from the State of Utah and the County Clerk to update voter records.

For Office Use Only

Job Code: 6225
Job Title: Elections Supervisor
FLSA: Non-Exempt
Effective Date: 09/14/2024
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Supervisor

10. Administer the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) application process; facilitate mailing of absentee ballots in the most expedient manner; receive returned absentee ballots and coordinate sorting for election day counting.
11. Receive and record filing fees from candidates and fees from the public; issue receipts, notices, and certifications; maintain records of transactions and submit records to the County Treasurer's office; make simple mathematical computations.
12. Utilize records and software applications to perform data sorts and merges to produce lists, labels, and other materials.
13. Prepare training materials for poll workers; communicate training and other reminders; track attendance.
14. Perform post-election functions related to reconciliation sheets, provisional ballot processing, and processing poll worker pay vouchers.
15. Participate in the elections audit process and canvass of election results, as assigned.
16. Lead general information services support for early voting, election day voting, and ballot cure processing.
17. Maintain knowledge and exercise awareness of division budget and related processes; seek quotes and pricing for elections equipment and supplies and makes purchasing recommendations.

Knowledge, Skills, and Abilities

- Considerable knowledge of Utah Election laws and procedures, and statutory obligations of the County Clerk
- Knowledge of applicable federal, state and local laws, rules, processes and regulations governing the conduct of elections
- Knowledge of proper grammar, spelling, and punctuation
- Skilled in supervisory techniques
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and basic spreadsheets
- Skilled in using various software programs unique to Utah County and/or the Clerk's Office
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to understand and follow clear work instructions and give instructions to subordinates
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to coordinate multiple tasks efficiently and work well under pressure and impending deadline
- Ability to understand broad objectives and follow general instructions
- Ability to supervise, coach, and train others
- Ability to assign, supervise, and evaluate the work of others

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- Ability to address performance problems and initiate corrective action
- Ability to type accurately and at an acceptable rate, based on job duties

Supervisory Responsibility

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work requires frequent contact with the public, which exposes incumbents to others' illnesses and to individuals who may be angry, agitated, otherwise upset, or uncooperative. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities for this job include close vision, ability to adjust focus, and ability to distinguish between different shades of color and patterns. The employee is required to type, file, and lift office supplies up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree in political science, public administration, business administration or related field
2. Two (2) years of full-time employment performing administrative duties, of which one (1) year directly related to election processes, procedures, and management.

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3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with lead or supervisory experience.
2. Preference may be given to applicants with a bachelor’s degree.
3. Preference may be given to applicants who possess certification as a Certified Election Registration Administrator (CERA).

Additional Eligibility Qualifications

1. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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