



# Elections Supervisor

## Job Description

Department: Clerk  
Position: Career Service  
Grade: 721  
Supervisory: Yes  
Reports to: Elections Director

### Summary

Under general guidance and direction of the Elections Director, performs management duties related to elections and voting processes and services. Provides direction, supervises workflow, and creates and maintains current procedures and election information for government officials, candidates, and the public. Supervises, trains, and oversees task assignments for Elections Specialists and time-limited staff.

### 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. Identify, evaluate, and resolve personnel concerns.
4. Participate in staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.
5. Evaluate performance and conduct performance appraisals.
6. Compile, maintain, and review all reports, daily work records, timecards, payroll information, work specifications, and appropriate personnel documentation for assigned employees.
7. Ensure proper policies and procedures are followed to ensure confidentiality and prevent fraudulent use of records.
8. Oversee 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.
9. Oversee the processing of voter registrations using state-wide voter registration database; utilize GIS and other mapping software to place voters in correct precinct.
10. Assist with the absentee ballot application process, as needed; facilitate mailing of absentee ballots in the most expedient manner; receive returned absentee ballots and coordinate sorting for election day counting.

### For Office Use Only

Job Code: 6225  
Job Title: Elections Supervisor  
FLSA: Non-Exempt  
Effective Date: 5/27/2022  
Public Safety: No

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

11. Receive and record filing fees from candidates; issue receipts, notices, and certifications; maintain records of transactions; 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 election day, early voting, post-election tasks, and other general information services support.
17. Maintain knowledge and exercise awareness of division budget and related processes; seek quotes and pricing for elections equipment and supplies.

### **Knowledge, Skills, and Abilities**

- Knowledge of Utah Election laws and procedures
- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Knowledge of processes related to the statutory obligations of the County Clerk
- Knowledge of Clerk Office Policies and Procedures and laws, codes, or regulations relevant to work performed
- 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
- Skilled in basic bookkeeping and purchasing processes
- 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 multi-task
- 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
- Ability to address performance problems and initiate corrective action
- Ability to type accurately and at an acceptable rate, based on job duties

### **Supervisory Responsibility**

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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. High school diploma or equivalent.
2. Five (5) years of full-time employment performing administrative duties, of which two (2) years are directly related to election processes, procedures, and management.
3. Equivalent combinations of education and experience may also be considered.

### **Preferred Education and Experience**

1. Strong preference may be given to applicants with lead or supervisory experience.

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2. Preference may be given to applicants who possess certification as a Certified Election Registration Administrator (CERA).
3. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) day so employment.
2. 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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