



WE ARE HIRING
ELECTION SPECIALIST (PART-TIME)
Salary Range: \$18.00 - \$22.00 PER HOUR DOQ

SUMMARY OF DUTIES:

Work Location: Clerk's office with work part-time hours of approximately 20-32 hrs. a week and extended hours during election preparation.

(Note this is a part-time position with an end date of approximately the end of 2024.)

GENERAL DUTIES:

This position will be responsible for assisting with the registration of voters and processing and issuance of absentee ballots for each City election. Duties may include sorting mail, including applications received via mail for absentee ballots and voter registration, checking general city clerk email box, and using the City's Qualified Voter File software to receive ballot applications, assign ballot numbers, prepare ballot envelopes for mail, and check in returned ballots. May perform other duties as assigned, including assistance to the City's election inspector recruiter/trainer. Additional responsibilities also include administrative tasks such as answering the phone, filing, and data entry.

REQUIREMENTS:

- High School Diploma or GED equivalent.
- Incumbent must be at least 18 years of age.
- Preferably will have election administration experience or the ability to be trained on QVF and other applications/programs.



APPLY:

Qualified candidates should apply by submitting an employment application, cover letter, and resume found online at www.berkleymich.org or to Victorial Mitchell, City Clerk at vmitchell@berkleymich.net.

Application deadline: Posted until filled

Posted: 1/13/2023



CITY OF BERKLEY JOB DESCRIPTION

CITY CLERK'S DEPARTMENT ELECTION SPECIALIST

Full Salary Range: \$18.00 - \$22.00 per hour DOQ
Supervised By: City Clerk
Supervises: Non-supervisory position
Employment Status: Part-Time; Non-Exempt

General Summary:

Under the direction of the City Clerk, the Election Specialist is responsible for assisting in the operations, coordination, and overseeing of all aspects of City, County, State, and Federal elections, held in the City of Berkeley.

Work Schedule:

This position will work 20-32 hours each week or as needed by the Clerk's office, with the requirement to work necessary extra hours and days during an election and any required night meetings.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Maintains & oversees voter registration records such as issuing voter identification cards, moves, cancellations, name changes, voter history, and filing.
2. Prepares publications for all Township, state, federal, and school elections in local newspapers, regarding voter deadlines, precinct information, public accuracy test, and other information pertinent to Election Day as directed by the Township Clerk.
3. Plans, organizes and oversees election activities including relocation of precinct boundaries and splits, the set-up of precincts on Election Day, and assigning precinct workers.
4. Assists the Clerk in tracking all election expenses for reimbursement, as applicable by State, county, or school districts.
5. Attend any seminars, classes, or clerk meetings related to elections for certification.
6. Works on a flexible schedule as assigned by the Clerk
7. Keeps abreast of all new elections laws and makes sure that all notices and required information is sent out in a timely manner. Maintains election law files.

8. Maintains inventory of election materials, orders materials needed for elections, works with data processing staff on the programming of election computer, and ensures completion of other administrative requirements for elections.
9. Makes sure that all the required reports and copies are sent to the County on election night. This includes driving required information to Oakland County on Election night.
10. Schedules and assists in testing election machines.
11. Oversees daily issuance of AV ballots, labels, and e-mail for candidates and balances daily reports, including all data entry.
12. Issues and receives nominating petitions and verifies petition signatures.
13. Assists with ordering and proofing election ballots.
14. Prepares precinct election material for distribution to Election Chairpersons before Election Day.
15. Performs and assists in a variety of duties to support the Clerk's office including the maintenance of records, permitting and licensing, maintaining the phone system, assisting the public, and typing documents as requested by the Clerk.
16. Performs other duties as required or assigned by the City Clerk.

Required Knowledge, Skills, Abilities, and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job. Requirements include the following:

- An Associate's degree in business, communications or a related field or an equivalent level of training and experience.
- Experience in a Municipal setting with a background in computerized or electronic voting equipment, and an emphasis in Election Administration preferred.
- The ideal candidate would have at least two-year experience in the Clerk's Office.
- Working knowledge of the Michigan Qualified Voter File system, BS&A Animal License system, and BS&A Cash Receipt system.
- Knowledge of election laws, voter registration, and records management.
- Ability to train and supervise personnel and volunteers involved with elections.
- Basic knowledge of the structure of municipal government and the functions of various departments.

- Knowledge and proficiency in Microsoft Word, Excel and PowerPoint are required.
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with other employees, elected officials, and the public.
- Ability to understand and follow complex oral and written instructions, prioritizes demands, and work independently.
- Ability to maintain attention to detail and work effectively under stress and changes in work priorities.
- Ability to travel to other locations.
- Valid Michigan Driver's License

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is frequently required to view and produce written and electronic documents. The employee is regularly required to sit, talk and hear, and use hands to finger, handle, or feel. In the course of inspecting public works projects, the employee is occasionally required to stand, walk, stoop, kneel, or crouch. The employee must occasionally lift and/or move a light to moderate weight items including election equipment.

While performing the duties of this job, the employee regularly works in a business office setting but is also required to work in the field to inspect and direct engineering and public works projects. While on project sites, the employee is occasionally exposed to fumes or airborne particles, outside weather conditions, and moving mechanical parts and/or machinery. The noise level in the work environment is usually quiet but may become loud on project sites.