**POSITION DESCRIPTION**

POSITION TITLE: Auditor Election Clerk

REPORTING TO: Fall River County Auditor

SALARY: Hourly wage and all benefit selections available to County employee

HOURS: 40 hours per week Monday – Friday, 8am- 5pm, overtime as needed

LOCATION: Fall River County Courthouse, Hot Springs, SD

**PURPOSE OF THE POSITION:** Under the direct supervision of the Fall River & Oglala Lakota County Auditor the Election Clerk performs a variety of duties to process election petitions, voter registrations and election processes for Fall River and Oglala Lakota County.

The election clerk performs legal, proper and efficient elections and is responsible for preparation of paperwork for petitions for local government offices.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

* Assist auditor with petitions filed, prepares voter lists upon requests and works with the auditor performing any other duties pertaining to the election.
* Maintain voter registration for both Oglala Lakota and Fall River Counties
* Conduct off year maintenance files.
* Prepare election notifications for the official county newspapers and helps with county liens.
* Order ballots for elections, tests and maintains tabulating equipment.
* Set up election boards for each precinct in both counties and confirms polling places.
* Set up and assist in running absentee voting.
* Assist with official elections for local, school and town elections.
* Customer service and reception duties to include answer incoming calls and provide assistance or transfer to appropriate department; take and deliver messages; receive and direct visitors and clients; aid applicants with completion of applications for county financial assistance; answer or direct inquiries and provide ongoing customer service support.
* Work with the co-assistance and county poor programs as needed.
* Other duties as assigned

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE:**

* Knowledge of clerical and administrative procedures and systems such as filing and record keeping. Knowledge of electoral procedure preferred.
* Knowledge to analyze and compile data
* Knowledge of election and voting processes
* Knowledge of word processing and data management programs such as Microsoft Word and Excel, DOS-based programs as well as Internet research and acquisition abilities

**SKILLS:**

* Skill to work independently, be organized and detail-oriented, multitask, manage time and prioritize tasks.
* Skill to effectively communicate both orally and in administrative writing
* Skill in the operation of a computer
* Interpersonal skills to deal tactfully and effectively with co-workers and the general public

**ABILITIES:**

* Ability to work with both standard and proprietary computer software programs
* Ability to analyze and compile data
* Ability to operate ten key, typewriter, calculator, adding machine.
* Ability to input data using spreadsheet software.
* Ability to lift up to 30 pounds.
* Ability to sit for up to 8 hours a day.
* Ability to take direction and to seek direction.
* Ability to multi-task.
* Ability to read maps.

**EDUCATION, EXPERIENCE, LICENSES:**

* Applicant must have graduated from an accredited high school or obtained a GED and completed coursework in business and office practices and/or two years’ experience in a related field.
* Must possess a valid South Dakota Driver’s License

**ADVANCEMENT/PROMOTION:** Wages may increase with position advancement/promotion.

THIS POSITION DESCRIPTION SHOULD NOT BE CONSTRUED TO IMPLY THESE REQUIREMENTS ARE THE EXCLUSIVE DUTIES OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS, AND TO PERFORM ANY OTHER RELATED DUTIES AS MAY BE ASSIGNED.