

## NOTICE OF VACANCY

- Position: Election Supply Clerk - Union
- Wage: \$15.25
- Hours: Monday through Friday 8:00am to 4:30pm
- Duties: Include but are not limited to:
- Election Equipment Maintenance and Preparation
  - Election Supplies Maintenance and Preparation
  - Assisting with Election Processes
  - Vital Records
  - Voter Registration

Let it be notated that this position involves a lot of physical movement

Department: La Salle County Clerk's Office  
707 E. Etna Rd. Room 161  
Ottawa, IL 61350

To apply: Go to: <https://lasallegcountyil.gov/>

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# LaSalle County

## Job Description



**Job title:** Election Supply Clerk

**Work Location:** Governmental Complex

**Division/Department:** County Clerk's Office

**Reports to:** County Clerk

**Employment Classifications:**

Full-time  Part-time  
 Exempt  Nonexempt  
 Salaried  Hourly  
 Bargaining Unit

**Salary Grade:** \_\_\_\_\_

**Current Employee holding position is:**  
\_\_\_\_\_

**Essential Duties and Responsibilities:**

**Brief description to state overall purpose and objective of position.**

1. Responsible for preparation and maintenance of voting equipment and supplies. Keeps an inventory of all election supplies and forms and will be responsible for the replenishing election forms. When necessary, notify Chief Clerk of Elections of any supplies needed.
2. Responsible for the storage areas in the basement. Keep all voting equipment secured in these areas as well as any other office items required to be retained.
3. Prepare a test set of ballot sheets for M100 tabulators and AutoMark voting device.
4. Prior to each election prepare the M100 tabulators and AutoMark device for use at the polling places. This will include, but not be limited to, inserting memory cards into appropriate tabulators, testing, checking the thermal paper roll for length, charging the battery backup, verify instruction sheet, power cord, ballot box keys are in the case and moving equipment from one storage area to another. Seal case prior to Supply Day.
5. Completes all testing of the M100 tabulators by verifying the test ballot sheets to the generated tapes of ballot counting results for accuracy. Also verify ballots marked by the AutoMark for accuracy.
6. Responsible for labeling packets of ballot sheets for each precinct indicating the number of ballots and the ballot style/configuration in each packet. Verify the number of printed ballots provided by vendor to the number ordered. Report any discrepancies to Chief Clerk of Elections immediately.
7. Responsible for placing the ballots sheet packets in a secured container for each precinct for each election, and further secure the ballot sheets by keeping the container locked in the walk-in vault.
8. Responsible for the packing of the pre-printed voter's applications for ballot for each precinct for each election.
9. Responsible for the packing of all election supplies to be distributed to each precinct for each election.
10. May be required to assist with some aspects of absentee voting relating to the inventory and supplies required for absentee voting. Further duties will depend on BOD software.
11. Assists with the distribution of supplies to the election judges on Supply Day.

Date Created: \_\_\_\_\_ Date Revised: \_\_\_\_\_ Approvals: \_\_\_\_\_

**Position: Election Supply Clerk (con't)**

12. Assist with the collection and return of election supplies on Election Day.
13. May be required to visit Polling Places on Election Day.
14. Assist with ballot tabulation on Election Night at a Regional Site.
15. Assists with the clean up process Election Night and the day following the election.
16. Following each election, responsible for running re-tab of ballot sheets of the precincts selected by the SBE. Compare results tapes to results tapes from Election Night. Retain for possible future inspection.
17. Responsible for keeping voted ballots, memory cards and election forms in a secured area for the time period following each election as prescribed by statute.
18. Responsible for informing the Chief Clerk of Elections of the need to order election supplies and submitting calls for equipment repairs when necessary.
19. Responsible for packing of recyclable materials and labeling such material with date of expiration of retention indicating when it can be recycled.
20. Following each election check each M100 tabulator and AutoMark voting device for needed repairs and the carrying case for cord, instruction manual and ballot box keys. Also, cleans each voting booth and checks for signs used and unpacks suitcases and supply bags.
21. Duplicates and collates printed forms, signs, letters, election judge manuals, deputy registrar manuals, election canvass of votes and any other items as needed for the County Clerk's office.
22. Assists with bulk mailings by sorting and preparing mailing for delivery to post office.
23. Assist with entry work for voter registration; adding new voters, change of address, re-instatements, inactivation of voters, name changes, mailing of voter I.D. cards, digitizing of signatures, labeling and filing of voter registration cards.
24. Answers public inquiries as to Birth, Death, Civil Union and Marriage Certificates, Notaries, Assumed Names and all customer related information inquiries.
25. Assist the public in the preparation of vital records applications, computes appropriate fees, collects fees and issues receipts. Issues certified copies of vital records documents as well as any other document requested.
26. Issues Marriage and Civil Union Licenses, prepares documentation, computes appropriate fees, and collects fees and issues receipts.
27. Performs all County Clerk related and election related duties as required or assigned.
28. May require travel to perform assigned duties.
29. May require night, holiday and weekend hours.
30. Will be responsible for the printing and collating of the election judge training manual and the packaging and storage of the same.
31. Will be responsible for the set up and preparing the Electronic Pollbooks prior to each election along with the tear down, retrieval of information stored on the Pollbooks and return them to their proper storage area.

Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual

Date Created: \_\_\_\_\_ Date Revised: \_\_\_\_\_ Approvals: \_\_\_\_\_

**Education and/or Work Experience Requirements:**

- High School Diploma required. Associate's degree or higher level college attainment in \_\_\_\_\_ or \_\_\_\_\_ is preferred.
- Practical experience in \_\_\_\_\_, preferred.
- Communicate effectively, verbally and in writing to all levels of staff and management, outside officials and agencies, and the public expressing ideas and instructions clearly and concisely.
- Organize and work independently on multiple assigned tasks/projects and complete assignments within specified deadlines.
- Must be able to operate office equipment and have experience with Microsoft office programs.
- Excellent verbal and written communication skills.
- Ability to work independently with minimal direction from \_\_\_\_\_.

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

This position requires sitting (5-8 hrs), standing/walking (1-3 hrs) and may experience occasional standing, walking, stooping, kneeling, reaching, lifting, and Repetitive motion - use of the wrists, hands and fingers.

**Defined Light Work** - May require exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Close visual acuity required to perform activity such as preparing and analyzing data and figures; viewing a computer terminal.

**WORK ENVIRONMENT:**

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

Most activities are performed indoors in an office setting. While performing the duties of this position, The employee is subject to both environmental conditions; activities occur inside and outside. While performing the duties of this position, the employee is subject to normal consistent temperatures on a regular basis; outdoor work may experience a change in temperature. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

**ACKNOWLEDGEMENT**

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

**Print Employee Name:**

**Employee signature:**

**Date:**

**Supervisor signature:**

**Date:**