



## Job Description

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<b>TITLE:</b> Election Clerk II	<b>JOB CODE:</b> 4131
<b>DEPARTMENT:</b> County Clerk	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> September 11, 2018	<b>FLSA CLASS:</b> Clerical
<b>UPDATED:</b> April 11, 2022	<b>WORK LOCATION:</b> Aztec, NM
<b>REMOTE WORK ELIGIBLE:</b> YES	

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**Summary:** Under general supervision, processes voter registration affidavit by precinct, including changes on existing voter records; maintains voter records and prepares a variety of voter lists; registers individuals to vote; assists with the election process, records, returns and related activities; confirms polling places and precinct workers; processes absentee votes.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Maintains and updates voter registration and election databases, operates voter registration and election application software; compiles a variety of administrative data for special reports and forms.
- Prioritizes duties to be done with regards to election time tables and related information.
- Performs voter registration activities including preparing notices, processing and applying affidavits of registration; maintains precinct boundaries, maps and precinct guides reflecting current city, district and legislative boundaries.
- Performs voter registration activities including preparing notices, processing, scanning and applying affidavits of registration; maintenance of precinct boundaries, maps and precinct guides reflecting current city, district and legislative boundaries.
- Prepares ballot boxes for elections; files voter registrations and election materials; assists in testing election equipment; ballot tabulation; official canvass and certification of the vote and any recounts.
- Performs election activities including preparing, assembling and distributing publications, notices, sample and official ballots, precinct supplies/equipment and other printed materials related to elections within the county.
- Responds to public inquiries, and refers to appropriate staff member as needed; explains the application of statutes and regulations.
- Enters data into a computer to produce a pre-edit print out; makes necessary corrections and creates a final report.
- Coordinates candidate filing reports; provides assistance to candidates in filing for public office.
- Mails voter information cards; communicates with the public and responds to questions.
- Provides copies of various documents, such as voter registration, precinct maps, deeds, marriage licenses and related information.
- Process absentee voting applications; issuance and processing absentee voter official ballots.
- Deletes deceased voters from files based on data from New Mexico State Vital Statistics Department; prepares delete report and files; deletes voters with felony convictions from the voter file upon receipt of a decree from the District Court Clerk or Federal Court Clerk; prepares delete report and files.
- Based upon information available on voter applications, determines voter precinct for legislative, senatorial and school districts; corresponds with individuals to clarify information as necessary.
- Sends voter registration maintenance forms to the Secretary of State.
- Creates forms and maps used to assist voters in locating voting precincts.
- Assists the Recording department.

## Job Description

### Election Clerk II

- Assists the public with records searches.
- Provides training to employees of agencies who conduct voter registration.
- Performs other related duties as assigned.

### Required Knowledge and Skills:

- Knowledge of election and voter registration laws, procedures and calendar.
- Knowledge of customer service practices and techniques.
- Knowledge of County policies and procedures.
- Knowledge of the office methods, practices and procedures.
- Knowledge of basic legal terminology.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in drawing maps, graphs and charts from written and verbal specifications.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in compiling and preparing reports and related information.
- Skill in following oral and written instructions, policies and procedures.
- Skill in the use of a personal computer and standard business software.
- Skill in communicating effectively, both orally and in writing.

### Education and Experience

- High school diploma or GED equivalent, and three (3) years of legal or governmental experience; or one (1) year of experience in voter registration and/or elections.
- Must take the Deputy Clerk oath and must be bondable.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

### Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports; noise level is generally moderate.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

### Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

### Approvals:

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_