

Washington County

Job Description



Title:	Processing Center – Poll Worker	
Division:	Elections	Effective Date: 04/22
Department:	Clerk/Auditor	Last Revised: 04/22
Career Service:	No – Seasonal PT	FLSA: Eligible

GENERAL PURPOSE:

Performs a variety of routine, detail oriented, working level polling duties, to fulfill statutory obligations of the County Clerk/Auditor.

SUPERVISION RECEIVED

Works under the direct supervision of the Elections Supervisor

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Attends mandatory training sessions prior to each election. Ensures that work is conducted in a non-partisan way and in accordance with Utah Election Law; Documents daily tasks; Assist in the accurate processing of ballots; Performs various task essential to the voting process; Will operate election equipment as needed to prepare and process ballots.

Perform related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

One (1) year customer service or related volunteer experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of election process; administrative procedures; office machine and filing systems; **Some knowledge of** interpersonal communication skills; computer software utilized by Clerk/Auditor's office.

Skill in the operation of computer and data entry equipment.

Ability to work quickly and accurately with ballots; ability to work under time pressures in meeting deadlines; ability to communicate effectively and verbally and in writing; ability to develop and maintain effectively working relationship with the public and fellow employees.

3. SPECIAL QUALIFICATIONS:

Must be able to stand/sit for up to 10 hours; Must be at least 18 years of age; Must be a citizen or a naturalized citizen (or eligible to work in US); Must be able to keep ALL political opinions/beliefs to oneself; Must be able to share workspace and be a Team Player

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye-hand, finger, leg and foot dexterity necessary to perform essential functions. Mental application utilizes memory for details, verbal instructions,

emotional stability, discriminating thinking and some creative problem solving. Occasional travel required.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)