

REPUBLICAN VOTER REGISTRATION CLERK – Part Time

GENERAL DEFINITION

This is specialized clerical work with responsibility for coordinating and verifying information related to voter registration in support of primary, general, and special elections. Employees would perform work in the Office of the Howard County Voter Registration and be responsible for a wide variety of specialized clerical functions to contribute to the preparation and conduction of registering citizens to vote, processing voter registration changes in the Indiana Statewide Voter Registrations System (SVRS) database

1. Checks, records, processes and maintains a variety of forms and records used in preparation for and during primary, general and special elections.
2. Answers phones and provides information regarding voter registration schedule and locations and election hours and polling place locations; communicated information via telephone to remote voting sites; refers calls about machine breakdowns to County Clerk; refers calls to Election Workers about election material to when shortages occur at polling centers.
3. Processes paper and electronic voter registrations, enters, updates, and removes voter registration files in the Indiana Statewide Voter Registration System (SVRS) database, processes voter registration cards and communicates with voters on their registration status. Purges file to remove names of deceased voters and those not exercising voting privilege within the required time frame.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- basic computing including Microsoft Office applications
- making varied arithmetic computations with speed and accuracy
- data entry

ABILITY TO:

- reference pertinent sections of the voting laws
- understand and carry out moderately complex oral and written instructions
- establish and maintain effective working relationships with public officials and the general public
- utilize a centralized voter registration and election management information system to enter, review and update voter information
- speak, read and write English
- communicate effectively with voters, candidates and political party representatives
- communicate effectively with members of the public
- prepare basic reports

EDUCATION:

High school diploma or equivalent

Howard County is an Equal Opportunity Employer