



BINGHAM COUNTY

Is Recruiting for the Position of

DEPUTY CLERK/ELECTIONS DIRECTOR

March 5th 2025

Salary: \$20.03- \$22.52/hour Hiring Step DOQ/DOE

Fulltime: County Benefits Included

Including 13 Paid Holidays, 6 Weeks Paid Parental Leave, Health Insurance, Public Employee Retirement System of Idaho (PERSI)

Closing date: March 19th 2025 at 4:00 PM

(Completed application must be received by Human Resources Office by 4:00 PM on March 19th 2025)

Pay Grade: N18

FLSA Designation: Non-Exempt

Purpose of Class/Primary Function

The principal function of an employee in this class is to supervise all County, State, Federal, and Consolidated Elections for Bingham County and to perform a variety of skilled technical and clerical duties required in the election process under the general direction of the County Clerk. A Deputy Clerk/Elections Director exercises independent judgment in performing numerous supervisory and administrative duties to promote public trust and confidence in the election process. He/she must possess strong managerial, administrative and customer service skills and have acquired knowledge of department functions through on-the-job experience. The person in this position represents the County Clerk, in matters relating to elections, to the Secretary of State's office, the Board of County Commissioners, all taxing districts, political parties, candidates, registered voters, poll workers, the media, and the general public. The principal duties of this class are performed in a general office environment. Reasonable accommodations will be considered for qualified individuals with disabilities to perform the essential functions of this role.

Essential Duties and Responsibilities (will vary by assignment)

- Provides general assistance to the County Clerk in performing election administrative duties as defined in state and county statutes, ordinances, and codes;
- Oversees the operation of specialized, complex election computer software and hardware; the ability to demonstrate and explain logic and accuracy tests; manage election night reporting.
- Answers incoming phone calls and greets walk-in customers, provides general information to the public, answers questions and inquiries, provides specific information about elections and voter registration and provides referrals to other departments and staff as needed;
- Interprets Idaho Code and works within legally constrained timelines, solves complex problems with federal, state, and county elected officials and candidates, political parties, taxing district officials, organizations and the general public regarding elections processes;
- Maintains voter registration records for precincts, schools, cemetery, library and other taxing districts;
- Maintains records of precincts and special districts, including maps, legal descriptions, addresses, voter lists, and related documents;

- Conducts district elections within Bingham County pursuant to the Consolidated Elections law;
- Assists candidates and taxing district clerks with filing dates, petitions, and filing related reports according to Idaho law;
- Verifies voter information, issues correct ballots, and secures voted ballots;
- Prepares and disseminates numerous statistical abstracts and reports on registered voters; on ballots (ordered, received, mailed, returned, and voided), including for local and overseas voters;
- Supervises research into voter registration accuracy, candidate residency, campaign finance inquiries, etc., as needed or requested by the Clerk;
- Designates polling places, establishes polling sites including setting up and maintaining voting booths and judges' stations;
- Ensures inventory of forms and supplies is current and available, and orders supplies;
- Publishes annual election calendar and all notices in local newspapers as required by law;
- Maintains and tests voting machines including the optical scan counters and the handicap accessible voting device;
- Maintains all voting equipment in good repair and replaces as required;
- Designs ballot setup and arranges for printing;
- Provides information to the County Commissioners to determine the number of ballots to be ordered; determine precinct adequacy of size, location, etc.
- Hires, supervises and trains poll workers for all precincts for all elections;
- Makes regular contact with news media to keep public informed on elections;
- Performs general office support duties including, but not limited to, data entry, customer service, preparing and maintaining reports, records, and logs, and routine office equipment maintenance;
- Performs all work duties and activities in accordance with county policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Statewide voter registration and election management system;
- State and Federal statutes, laws, codes, and regulations relating to the conduct of elections, including an in-depth knowledge of the Consolidated Elections Law;
- Operation of specialized, complex election computer software and hardware including the ability to demonstrate and explain logic and accuracy tests;
- High ability to solve practical problems requiring reasoning to deal with a variety of concrete variables in situations where only limited standardization exists;
- Operation of standard office equipment, including a personal computer and job-related software applications;
- Customer service procedures, techniques, and objectives;
- English grammar, spelling, punctuation, and composition;
- Current office practices and procedures;
- Acceptable standards of supervision and office administration.

Ability to:

- Interpret applicable federal, state and county ordinances, codes, statutes, and regulations;
- Interpret and explain county department functions, policies, and procedures;
- Maintain records efficiently and accurately;

- Understand and follow oral and/or written policies, procedures and instructions;
- Operate all equipment used in the election process as well as standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with other county employees, supervisory personnel, state and local elected and appointed officials, and the public;
- Deal tactfully and diplomatically with government officials, elected and appointed officials, and the general public;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Maintain a professional demeanor during stressful situations; respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- College degree in business or political science or related field is preferred; or
- High school diploma or GED equivalency is required and business office training is preferred; and
- Five (5) years office experience is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Ability to work a flexible schedule as required during election season.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, which permits the employee to discern verbal instructions and communicate effectively with the public and other employees on the telephone and in person;
- Sufficient visual acuity, which permits the employee to comprehend written instructions and review, evaluate, and prepare a variety of written/typed documents and materials;
- Sufficient manual dexterity, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient personal mobility, flexibility, strength, and agility, which permits the employee to lift, sit and work at a keyboard for an extended period of time, and work in an office environment.
- Jobs in this class require, lifting or moving up to 25 pounds occasionally. The employee is regularly required to stand, walk, sit, bend, stoop, crouch, and stretch. The employee is frequently required to use hands to operate a computer keyboard, standard office equipment, and demonstrate the use of voting equipment; to handle or feel, and to reach with hands and arms.

Benefits

Bingham County offers a highly competitive benefits package including membership in the Public Employee Retirement System of Idaho (PERSI), paid time off, holiday pay, paid parental leave, as well as medical, dental, vision and life insurance. If you would like to view all of the benefits Bingham County offers our full-time employees, please visit our website: www.binghamid.gov, then click on Human Resources and that will take you to our web page and on the left side you will see "Employee Benefits", if you click on this you will see our Benefits page.

How to Apply

A job description and the **Application** may be picked up at the Bingham County Courthouse, Department of Human Resources, Room 223 or you may find the application on our website: www.binghamid.gov. When you have completed the **Application** and have attached all of the required documentation, you may submit it by bringing it to the address listed above, or you may mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221. If you choose to mail it, it must be received in the office by 4.00pm on closing day, if there is one. You may also fax the paperwork to (208) 782-2681 or email it to L.Pope: lpope@binghamid.gov by the closing date and time.

The back page of the **Application** is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. You may bring a picture ID with you to the Courthouse and Laraine Pope in HR will notarize this page for you

Items that must be attached to the Application

A copy of your valid Idaho Driver's License
