

Boone County Clerk Job Description

Part time Seasonal Deputy Clerk

January 2023

Job Summary

This is a responsible and semi-skilled position with the Voter Registration Department with a wide variety of duties pertaining to the preparation of equipment and materials for Elections.

The Deputy clerk would be responsible for important functions within the Voter Registration Department, as well as, working with other County Departments, Agencies and the general public.

Major Essential Duties

The Deputy Clerk will:

- Work closely with the County Clerk, Supervisor and other Deputy Clerks on the implementation of Election Requirements to prepare for upcoming Elections.
- Monitor, inspect, investigate and enforce all storage, collection, transportation, transfer and processing of all Election equipment and materials.
- Ensure compliance with all Kentucky Revised Statutes relative to Elections and Voting.
- Assist other Deputy Clerks and the Supervisor with other projects including preparation and coordination of equipment and preparation of information materials for use at polling locations.

Minor Essential Duties

- Perform other duties as assigned

Physical Demands

- While performing job duties, the employee could reasonably be expected to:
 - Regularly (over 2/3 of regular working day)
 - Sit/Stand/Bend
 - Talk or hear
 - Use hands to type, handle paper, etc.
 - Lift and/or move up to 70 pounds
 - Operate a motor vehicle
 - Occasionally (under 2/3 of regular working day)
 - Stand or walk
 - Talk or hear
 - Lift and/or move up to 70 pounds
- Vision requirements include close, distance, color and peripheral vision, depth perception and the ability to adjust focus

Work Environment

- The work environments described in the preceding paragraphs represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- The noise level is usually moderate to low

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to Boone County's best interests
- Must adhere to the applicable provisions of the Boone County Clerk Personnel Policies and Procedures, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must be 17 years or older
- Must maintain confidentiality when required