

## **Boone County Clerk Job Description**

### **Full-time Deputy Clerk** *September 2023*

#### **Job Summary**

This is a responsible and semi-skilled full-time position with benefits in the Voter Registration Department of the County Clerk's Office. This position involves a wide variety of duties pertaining to Voter data as well as 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:

- Process and maintain information pertaining to Voter Registration.
- Perform basic customer service duties.
- Work closely with the County Clerk, Direct Supervisor and other Deputy Clerks on the implementation of Election Requirements to prepare for upcoming Elections and maintenance of voter data.
- 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.
- Assist with various trainings, informational presentations and community activities involving Elections and voting.

#### **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 40 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 40 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 skills.
  - 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 18 years or older.
- Must maintain confidentiality when required.

**Date Approved:** \_\_\_\_\_