Elections Support

Department	Auditor/Treasurer
Classification	Temporary (M.S. 179A.03, Subd 14 and M.S. 353.01, Subd 2b(a)(3), as amended)
Reports to	County Auditor/Treasurer
Unit	Non-Union
Supervises	N/A
FLSA Status	Non-Exempt

Position Description
Assist with elections processes.

Essential Duties and Responsibilities
- Provide election support for all elections; answer questions and provide voter assistance.
- Follow established procedures for ballot handling and chain of custody.
- Process validation of test ballots.
- Set up, test and dismantle voting equipment.
- Assist in processing within Statewide Voter Registration System (S.V.R.S).
- Prepare voter precinct supplies.
- Process absentee ballot applications and mail ballots.

Qualifications and Knowledge, Skills and Abilities
Minimum Qualifications
- High school graduate or equivalent.
- Computer experience.
- U.S. citizen *(Minnesota Statutes 201.014, 203B.121, 204B.19)*.

Knowledge, Skills and Abilities
Knowledge: MN election process. Adhere to all laws, statutes, policies and rules with the essential level of confidentiality and safety required of the position.
Skills: Proficient in using automated systems relevant to the position. Communicate effectively both orally and in writing with all stakeholders relevant to the position. Detail-oriented with strong organizational skills, accuracy, and problem solving.
Abilities: Attend trainings/meetings/make deliveries, on an as needed basis. Establish and maintain effective working relationships. Follow established procedures and directives from supervisors.

Preferred Qualifications
- Work experience in a MN county, city, township or school district.
- Served as an MN election judge.

Physical Requirements
To view the Functional Job Analysis, click here.

Note (Management Right)
The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. Regular attendance on the job and the performance of other duties as assigned are required. The County retains the discretion to add or change the contents of this position description at any time.

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