

BENTON COUNTY POSITION DESCRIPTION

| | | | | | | |
|---|---|---------------------------|----------------------|--------------------|-----------------|--------------------|
| CLASSIFICATION | | BAND | | GRADE | SUBGRADE | FLSA STATUS |
| Administrative Assistant | | A | | 1 | 2 | Non-Exempt |
| POSITION TITLE: | On-Call Elections Administrative Assistant | | | POSITION#: | | |
| <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised (Check one) | | Date: | 03/10/2023 | | | |
| SERVICE TYPE: | | | NON-REP PROFESSIONAL | | | |
| Employee Name: | | Department: | Elections | Supervisor: | | |
| FTE: | 0.49 | Employment Status: | ONCALL NON-BENEFITED | | | |

Position Summary:

Perform general clerical tasks in the Benton County Records & Elections department. Assist internal and external customers in-person, by phone, and other means. Responsible for reviewing and processing forms and documents, data entry, proofing, processing mail, receipting payments, utilizing office machines, answering phones and email.

Essential Duties:

| No. | Major Functional Area (MFA) | % of Time |
|--------------------------------------|--|-------------|
| 1 | MFA: General Clerical Duties Essential Duties: <ul style="list-style-type: none"> Review and process incoming forms and data in accordance with requirements. Perform data entry, proofing, and filing of assigned records. Assist customers in-person, by phone, mail and email. Accept cash, checks, and credit card payments, as required. Process and pro paper and electronic forms as directed. Answer basic questions concerning department programs and functions | 50% |
| 2 | MFA: Election & Passport Related Duties Essential Duties: <ul style="list-style-type: none"> Enter voter registration and ballot return data. Perform signature verification on returned ballot forms & systems. Fill requests, receive, sort, and process election ballots. Accept passport applications, assist applicants, take passport photos and collect fees. Proof passport applications, complete transmittal forms, package and mail. Answer basic election and passport related questions. | 25% |
| 3 | MFA: Record & License Division Related Duties Essential Duties: <ul style="list-style-type: none"> Review documents and forms for compliance prior to acceptance. Assess established fees and process payments accordingly. Perform data entry, scan and proof recording, marriage and dog license entries. | 25% |
| And other duties as assigned. | | |
| Percentages should total 100% | | 100% |

Special Requirements:

Familiarity with customer service practices; computers and office equipment; ability to maintain confidentiality; ability to obtain passport agent authorization and/or notary public certification as needed to perform assigned duties.

Physical Requirements:

Ability to sit for extended periods, stand, walk, reach, grasp, feel, talk, hear, see, pull and push objects, regularly lift materials and supplies up to 20 lbs.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____