

Job Title: Election Coordinator/Office Assistant

Type of Employment:

Probationary for the first 180 days.
Performance evaluation and check-in at the end of three months.
Performance evaluation and check-in at the end of six months.
Regular part-time after 180 days.

Start Date: To be determined.

Hours: Normal non-election times 20 hours/week from 8am – 12pm.
Election times – hours as needed.

Pay Rate: To be determined/dependent on qualifications and experience.

Time and ½ is paid after 40 hours. Hours over 40 must be approved by the Manager or Clerk.

Election Bonus: \$50 flat fee for each precinct including AV Counting Boards and .05 for each resident that voted in the election including absentee ballots.

Reports to: Clerk and/or Manager
Election training from Danielle Riegel.

Benefits:

Holiday Pay – 4 hours of holiday pay for 12 Township scheduled holidays after completing one year of service.

Vacation Pay – After two years of employment, 40 hours vacation pay.

Longevity Benefit – After five years of employment, 1.25% of current annual base pay.

Pension Plan – MERS Defined Benefit Retirement on the first day of the month following 30 days of employment. Currently paid at 14%. You must be employed for 10 years be vested.

No insurance benefits for part-time employees.

The Township does a background check prior to hiring. A signed release to perform a background check is required.

Election Coordinator duties include:

Assist with election duties as assigned by the Clerk including but not limited to:

- Processing absentee ballots (largely handled by election assistant).
- Maintaining the QVF computer and voter records (largely handled by election assistant).
- Responding to FOIA requests as needed.
- Tracking election supplies.
- Tracking election expenses for reimbursement.
- Maintaining the permanent A/V list.
- Order election supplies and ballots.
- Attend and/or take on line training required by the State.
- Prepare manuals and training materials for election workers.
- Prepare legal notices and publications.
- Schedule voting machine testing.
- Contact and coordinate election workers and recommend to Election Commission for approval.
- Coordinate and order meals for election workers.
- Pack supplies and organize equipment to be delivered to precincts.
- Set up time and date for Election Commission meeting – contact Election Commission.
- Create agenda and packet for and attend Election Commission meeting.
- Coordinate with the County or teach election worker training (election workers must attend training every two years).
- Schedule and supervise election equipment set-up and tear-down.
- Be available for the entire day of an election.
- Coordinate delivery of ballots and other items to precincts on Election Day prior to polls opening.
- Monitor polling place activities.
- Create and deliver post-election reports and results to the County either on Election Day or the following days as required by the County.
- Work/be available the Saturday or Sunday as required by the State of and coordinate assistance if needed.
- All other election duties as assigned by the Clerk.
- Set up and maintain E-Poll Book computers and programs.

Office Assistant duties include:

Answer telephone and greet walk-in visitors. Answer routine inquiries and/or refer to appropriate staff member. Collect fees and charges, issues receipts, record transactions. Including but not limited to distribution and receipt of the following forms:

- Voter Registration Forms
- Absentee Ballot Applications/Absentee Ballots
- Permits
- Dog Licenses

- Park Reservations
- Taxes
- Landfill Passes

You may be called on from time to time to open the Township Hall for business (unlocking front door, turning on front counter computers, retrieving cash drawers, setting date stampers, etc.)