



Job Code: 1703
Reports To: County Clerk
EEO Code: 5. Administrative Support

Pay Grade: A12
FLSA Status: Non-Exempt
Last Revision: 06/20/2020

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The purpose of the Elections is to assist the County Clerk in fulfilling duties as prescribed by Wisconsin Statutes by providing various clerical and administrative duties.

Essential Duties and Responsibilities

- Perform essential customer service tasks to the public.
- Receive fees due for annual dog license tags to Municipal Treasurers.
- Assist with Voter Registration System duties and functions as assigned.
- Assist with election duties as assigned.
- Assist County Clerk with agenda preparation tasks for Administration.
- Provide support to Administration as needed.
- And other duties as assigned.

Knowledge, Skills and Abilities

- Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information
- Assemble, copy, record, and transcribe data and/or information
- Analyze data and information using established criteria to define consequences and consider and select alternatives
- Explain, demonstrate, and clarify to others established policies, procedures, and standards
- Adding, subtracting, multiplying, dividing, and calculating percentages, fractions, and decimals
- Use fine and gross motor skills to perform tasks such as operating a keyboard, photocopier, telephone, calculator, and computer printer
- Exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling

Environment

- Safe and comfortable in respects to noise and disease, with the potential for exposure to violence

Required Working Hours

Standard working hours are Monday through Friday, 8:00 am until 4:30 pm. Please note these hours are subject to change and additional hours may be needed or required. Compensation for additional hours beyond normal working hours are subject to applicable state and federal regulations.

Education and Experience Requirements

Required: High School diploma or equivalent

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Core Value Standards of Behavior

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County's Personnel Handbook.

Acknowledgement

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by Sauk County. Further, I acknowledge that this job description is also not an employment contract. I have received, read, and understand the expectations for the successful performance of this job.

Incumbent's Signature

Date

APPROVALS:

Supervisor

Rebecca C. Evert

Date

7/2/20

Department Head

Date

Human Resources Representative

Date

Sauk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.