



VALLEY COUNTY JOB DESCRIPTION

Senior Deputy Auditor/Election Clerk

Department: County Clerk

Reports to: County Clerk

Pay Grade: 8

Date Established: 1/2017

Date Revised: 4/2018

FLSA Status: Non-Exempt

SUMMARY

Reviews and processes payment claims against Valley County. Is the Valley County's Senior Elections Clerk, ensuring that voter registration and elections comply with local, State, and Federal statutes. Wide latitude is given for independent judgment and initiative within established legal policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

SENIOR DEPUTY AUDITOR

- Reviews and processes for payment claims against Valley County;
- Prepares and maintains documentation and records for all payments;
- Processes passport applications;
- Conducts annual financial audits of Valley County departments;
- Assists with preparation of and entering annual Valley County budget;
- Processes monthly tax revenue receipts;
- Processes remittances from other Valley County departments;
- Maintains vendor records and processes year end 1099s;
- Maintains and processes County fixed assets;
- Assists with processing levies;
- Prepares invoices and tracks incoming payments for government agencies;
- Assists with preparing payroll and entering new hires;
- Assists outside auditors in annual audit;
- Assists in processing unclaimed property;
- Provides administrative support for County Commission;
- Provides customer assistance to the public;
- Processes junior college tuition applications and payments;
- Completes credit applications for direct billings.

ELECTION CLERK

- Ensures all County elections are conducted in accordance with Idaho and Federal statutes and requirements;
- Maintains voter records;
- Provides the public with required election notifications;
- Notifies and assists candidates and election officials with Sunshine Law (financial transparency) requirements and filing deadlines;
- Creates voter reports;

- Creates poll books;
- Manages absentee balloting;
- Ensures poll workers are supplied with all election materials;
- Prepares ballots and ensures accuracy;
- Maintains election records in accordance with retention protocols;
- Trains precinct workers and judges;
- Prepares claim forms for election worker wages and payments to vendors;
- Maintains cooperative working relationships with elected officials and employees on a consistent basis.
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS:

- High school diploma or equivalent with an associate degree in accounting or financial management preferred;
- 3 years of accounting experience with government accounting experience preferred;
- Intermediate accounting skills;
- Knowledge of local, State, and Federal election laws, statutes, ordinances, procedures, and techniques;
- Strong Customer service skills;
- Knowledge of current office practices and procedures;
- Command of English grammar, spelling, punctuation, and composition;
- Strong attention to detail skills;
- Intermediate computer skills and ability to operate standard office equipment;
- Strong verbal and written communication skills;
- Ability to listen for understanding;
- Able to articulate ideas in the English language;
- Ability work independently and exercise initiative, with general guidance and supervision;
- Ability to work as part of a team;
- Good judgment and problem-solving skills;
- Ability to maintain a professional demeanor;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to demonstrate integrity and ingenuity in the performance of tasks and solving problems.
- Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public;

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required includes those which permit the employee to discern verbal instructions and communicate effectively in person or by telephone. While performing the duties of this position, the employee

works in an office setting where the noise level in the work environment is usually moderate.