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Apply by Tuesday, April 30, 2024

**TITLE** ABSENTEE VOTING TEAM MEMBER 2024

**DEPARTMENT** ADMINISTRATION/ELECTIONS

**ACCOUNTABLE TO** ELECTION ADMINISTRATOR

**LOCATION** CITY CENTER

**SUMMARY** THIS IS A TEMPORARY POSITION THAT WILL ASSIST WITH VARIOUS ELECTION ACTIVITIES INCLUDING CUSTOMER SERVICE, ASSISTING VOTERS, PROCESSING ABSENTEE BALLOTS, PROVIDING ELECTION INFORMATION TO THE PUBLIC, PREPARING ELECTION MATERIALS, AND PERFORMING GENERAL CLERICAL DUTIES AS NEEDED.

**DUTIES**

1. Answer questions regarding election services.
2. Assist voters with absentee voting.
3. Process absentee ballot requests, completed absentee ballots, and prepare absentee ballots for tabulation.
4. Assist in processing returned absentee ballots.
5. Assist with any necessary setup and takedown of absentee voting areas.
6. Assist in cleaning and maintaining absentee voting space(s).
7. Screen phone calls, answer and respond to general inquiries or route calls to appropriate personnel, and monitor reception area.
8. Provide election-related information to voters on request.
9. Prepare election materials for distribution.

**EQUIPMENT**

Personal computer, printer, Omniballot, telephone

**MINIMUM QUALIFICATIONS**

High school diploma or equivalent.

Must meet Minnesota State Election Judge qualifications:

- Eligible to vote in MN
- At least 18 years of age
- Able to read, write, and speak English

**Restrictions:** Candidates for office cannot be an election judge in a precinct where they appear on the

ballot. This includes those who are actively campaigning as a write-in candidate; A person who is a relative\* of a candidate for office cannot serve in a precinct where that candidate is on the ballot; A person who temporarily or permanently lives in the same house as a candidate cannot serve in a precinct where that candidate is on the ballot; Election judges who are relatives\* to each other cannot serve together in the same precinct during the same shift; Relatives can work separate, non-overlapping shifts in the same precinct; A challenger appointed to contest voter eligibility cannot serve as an election judge

\*Relatives include a spouse, parent, child, stepchild, brother, sister, stepbrother, or stepsister

## **LICENSES/CERTIFICATIONS**

Required Election Judge training provided

## **KNOWLEDGE, SKILLS, & ABILITIES**

- Ability to establish and maintain effective working relationships with the police staff, city staff, business community, school community, other emergency services departments, and the general public.
- Knowledge of generic office practices, policies, and procedures as they relate to the assigned department.
- Computer proficiency
- Ability to make minor decisions in accordance with laws, regulations, and established departmental policies and apply judgement in interpreting and applying procedures.
- Customer service/communication skills, both written and verbal.
- Able to deal with the public tactfully and courteously.
- Ability to work with and serve a diverse population.
- Ability to understand election laws, rules, and procedures.
- Ability to handle stressful situations calmly.
- Ability to remain impartial in conduct and speech.
- Ability to follow directions and work independently.
- Ability to be attentive in detail.
- Ability to manage time effectively; be flexible; and work as a team member.
- Ability to adapt to different individuals, environments, situations, etc.

## **WORKING CONDITIONS**

Considerable contact with the public. Office setting. Hours will fluctuate based on operational needs, but will generally be 8:00am-4:00pm (half shifts may be available as well, i.e. 8:00am-12:00pm; 12:00pm-4:00pm). Will require occasional evening and weekend hours, as needed.

Level B Position

Hourly Pay Range: \$14.00 - \$16.20

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CITY OF HUTCHINSON  
ADDENDUM TO JOB DESCRIPTIONS 1995  
TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

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***FOR POSITIONS: Administrative, Clerical.***

**PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk and use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

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The duties listed in job descriptions are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.