

JOB OPENING

Department:	Commissioner's Office
Position:	Fiscal Affairs Assistant/Clerk of Elections/Voter Registration
Qualifications:	Associate degree in business/accounting, or equivalent work experience
Duties and Responsibilities:	Detailed position description attached.
Pay:	\$17.41 per hour/36.25 hours per week

Employees who wish to apply for the vacancy shall indicate in writing and submit to the Chief Clerk by May 20, 2022.

Mifflin County Position Description

Position Title: Fiscal Affairs Assistant
/Clerk of Elections/Voter Registration

Department: Commissioners' /Voter
Registration Office

Date: April, 2022

Reports to: Chief Clerk/Director of Voter
Registration

Purpose of Position

The purpose of this position is to provide assistance to the Commissioners, Director of Fiscal Affairs, Director of Voter Registration and Chief Clerk, and maintain records and other information as required. This position is permanent full-time.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned.

Answer telephones for Commissioners', Elections/Voter Registration, and Veterans Affairs Office, direct calls, take and distribute messages, greet visitors and provide information and assistance as needed.

Assist the Director of Fiscal Affairs and Chief Clerk in all duties as directed.

Take the minutes for the Commissioners' meetings, Salary Board, Retirement Board, Prison Board, and the Board of Elections.

Perform special projects as assigned.

Cross-train with Accounts Payable and Payroll Clerks.

Process monthly and quarterly expense allocations (i.e. postage, copies, etc.).

Process all year end reports for the treasurer's office as required by county code.

Mifflin 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 employees and incumbents to discuss potential accommodations with the employer.

Assist with the annual TRAN calculation.

Reconcile monthly employees' dental, vision, life and health insurance invoices.

Assist Physical Plant Director in county bridge projects, and other projects assigned

Reconcile monthly county credit card statement

Sort and process mail for elections office

Assist the public with voter registration, elections, and campaign finance questions in a friendly and professional manner

Utilize software programs for adding/managing voter registration and election data

Assist with the preparation of ballot information for the Board of Elections, Voting Machine Supervisor and printers

Assist potential candidates with petition filing information; checks petitions for completeness and accuracy, and count cash accurately for deposit to treasurer's office

Advise and assist the public and candidates with Voter Registration information including street lists, voter registration statistics and election results to the public and media

Assist the Mifflin County Board of Elections with election computation and certification to include entering all vote history and reconciliation with the District Election Officials records

Manage inventory of election and voter registration materials

Provide all day assistance during Election Day to provide support and coordination

Utilize Infocon and Vetraspec to provide important information to Veterans when needed

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in business/accounting, or equivalent work experience.

Person should be proficient in basic accounting, word processing and general data entry software.

Must be proficient in Microsoft Office programs (Word, Excel, and Outlook).

Minimum Physical Abilities and Mental Required to Perform Essential Job Functions

Physical Requirements

Ability to operate a full slate of office equipment.

Language Ability and Interpersonal Communication

Ability to communicate effectively with County Commissioners, department heads, employees, and the general public.

Ability to comprehend a variety of documents.

Ability to record and deliver information, explain procedures, and follow instructions.

Ability to adhere to all confidentiality laws and regulations.

Environmental Adaptability

Ability to work effectively in an office environment.

Ability to work effectively with tight deadlines.