



The CITY OF BURNSVILLE
Invites applications for the position of:
Election Clerk (Temporary)
An Equal Opportunity Employer

OPENING DATE: 06/24/2020

CLOSING DATE: 07/08/2020 at 11:30 p.m.

STARTING SALARY: \$12.00 - \$18.00/hourly depending on experience

DESCRIPTION:

The City of Burnsville is seeking an Election Clerk. This position will provide administrative support to voters with the absentee voting process and general election questions. This person will also exemplify our core values:

ORGANIZATIONAL VALUES:

Our values:

Collaboration: we value people and perspectives

Innovation: we are on the leading edge

Excellence: we expect the best

Your contribution:

- Meets the needs of voters
- Build relationship to deliver great service
- Recommend best practices
- Looks for new ways to create experience
- Create an environment where all can thrive
- Ensure accuracy in all work

ESSENTIAL JOB FUNCTIONS:

1. Assist voters in-person, by phone, and by mail.
2. Assist processing of absentee ballots and serve as a member of the Absentee Ballot Board.
3. Answer election inquiries from the public about voting locations, voter registration, absentee voting and information about elected officials and candidates.
4. May assist with election equipment testing.
5. May assist with preparation of election supplies.
6. Data entry, scanning and copying as needed.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent
- One year experience performing office, secretarial, or clerical work using a computer

- One year experience in providing customer service or related position.
- Exceptional attention to detail

DESIRABLE QUALIFICATIONS:

- Previous experience in a paid or volunteer capacity in elections
- Experience working in a local government office.

ENVIRONMENTAL CONDITIONS/PHYSICAL REQUIREMENTS:

Work is performed in a standard office environment that includes exposure to computer screens.

- Sufficient physical ability and mobility to work in an office setting
- Answer phones/use computer equipment on a continuous basis
- On a frequent basis must be able to stand, walk, sit, talk and reach with hands and arms
- Occasionally stoop, bend, kneel, crouch, reach and twist
- Occasionally lift, carry, push, and/or pull moderate amounts of weight (25 – 30 lbs).
- Operate office and election equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.
- Ability to lift and move election equipment, supplies and boxes (approximately 35 lbs) frequently during election season.
- Ability to work evening hours on Election Day (primary and general election) and the weekend before an election.

APPLICATIONS MUST BE FILED ONLINE AT:

www.burnsvillemn.gov/jobs

OUR OFFICE IS LOCATED AT:
100 Civic Center Parkway
Burnsville, MN 55337
P: 952-895-4477