



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

OPENING DATE: 06/23/2020

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

STARTING SALARY: \$16.00 - \$19/hourly depends on experience

DESCRIPTION:

The City of Burnsville is seeking an Election Assistant. This position will provide administrative support to the City Clerk and Deputy City Clerk in the execution of statutory duties primarily associated with the 2020 Primary and General Elections. 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. Elections (85%).

- Attend election training as required to help in the administration of election services for the City.
- Answer general inquiries from the public about voting locations, voter registration, absentee voting, and information about elected officials and candidates.
- Assist voters with absentee voting/early voting and serve as a member of the Absentee Ballot Board.
- Assist with election equipment testing to ensure accuracy of equipment.
- Assist with activities related to the implementation of new electronic pollbooks (Poll Pads).
- Assist with preparation of election supplies.

- Assist with election judge recruitment, assignments, training, and processing timesheets.
- Research use of technology to improve and assist with implementation if necessary
- Data entry, scanning, and copying as needed.

2. City Clerk (15%)

- Provide miscellaneous administrative support in the City Clerk's Office and for Administration including assisting with incoming phone calls and correspondence, filing, scanning, and other miscellaneous duties as needed.
- Compose a variety of routine and complex office correspondence, reports, and related materials.
- Assist in record retention of election information and other documents including scanning and data entry. Utilize new functionalities to improve on efficiencies.

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
- Once year experience with Laserfiche Software Systems and records management
- Completion of Associates, Bachelors or Master's Degree in Public Administration or related degree, or currently enrolled
- 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.

- Possession of a valid Minnesota drivers' license and ability to drive to various election precincts.
- 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