



The CITY OF BURNSVILLE
Invites applications for the position of:

Elections Clerk (Temporary)

An Equal Opportunity Employer

OPENING DATE: 7/27/2020
CLOSING DATE: Continuous until filled
STARTING SALARY: \$12.00 – \$18.00/hour, depending on experience

HOURS:

This is a temporary, part-time position to assist with the voting process during the absentee voting periods for election (approximately Now – Aug 13 and Sept 17 – Nov 5). The hours will fluctuate on an as needed basis are generally 8:00 a.m. to 4:30 p.m., Monday through Friday. Additional hours may be required into the evening on Primary or General Election Day and on the Saturday and/or Sunday before each election. Partial benefits include workers' compensation insurance and employer's share of payments to Social Security and Medicare.

DESCRIPTION:

Provide administrative support to assist voters with the absentee voting process and general election questions.

ESSENTIAL JOB FUNCTIONS:

Assist with the absentee voting process which may include, but not limited to:

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.

KNOWLEDGE/SKILLS/ABILITIES

- Ability to communicate effectively and tactfully in responding to public inquiries.
- Knowledge of basic government and elections principles, practices, and terminology.
- Ability to work under tight deadlines and in peak workloads.
- Ability to maintain confidential voter information.

PHYSICAL DEMANDS

Work is performed primarily in a standard office environment that includes exposure to computer screens. Primary functions require:

- 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 pounds) frequently during election season.
- Ability to work flexible hours which may include evening hours on election days (primary and general election) and the weekend before an election.

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.

EXAMINATION:

- Training and Experience Rating
- Oral Interview
- Final candidates must successfully pass background investigation

APPLICATIONS MAY BE FILED ONLINE AT:

www.burnsvillemn.gov/jobs

OUR OFFICE IS LOCATED AT:

100 Civic Center Parkway
Burnsville, MN 55337
P:952-895-4470