

# **POSITION VACANCY**

**APPLICATIONS WILL BE ACCEPTED FROM IN-HOUSE APPLICANTS ONLY  
BEGINNING SEPTEMBER 19, 2025 THROUGH SEPTEMBER 25, 2025.**

**APPLICATIONS FROM THE GENERAL PUBLIC WILL BE ACCEPTED  
BEGINNING SEPTEMBER 26, 2025 THROUGH NOVEMBER 19, 2025.**

**(POSITION IS OPEN FOR 60 DAYS UNLESS FILLED PRIOR TO DEADLINE)**

**ON-LINE: <https://www.co.wayne.in.us/jobs/index.php>**

**JOB TITLE: Voter Registration Supervisor #10860**

<b>Date Posted:</b>	<b>September 19, 2025</b>
<b>Department:</b>	<b>Clerk/ Voter Registration</b>
<b>Hours:</b>	<b>35.5 hrs./Full-time</b>
<b>Salary:</b>	<b>\$24.18/hour</b>

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Voter Registration Supervisor for the Voter Registration Department responsible for maintaining County voter registration, coordinating, elections, and assisting the public.

## **DUTIES:**

Processes voter registration cards, deaths, and cancellations. Maintains the County Voter Registration File on computer and in writing.

Serves the public by telephone and at the counter, providing information and answering questions as needed.

Supervises Voter Registration Deputy, including establishing work goals, maintaining discipline, and recommends corrective action as warranted.

Coordinates operations, election results, and other information with the Indiana Election Division. Ensures legal compliance with requirements of Indiana Election Code.

Assists Clerk in coordinating and supervising all County and City of Richmond elections.

Performs duties relating to ballots, including ordering, proofing, and creating layout of ballots.

Coordinates poll workers, including managing database, notifying and instructing poll workers, and creating instruction manuals.

Coordinates polling places, obtains new polling sites as needed, maintains previous relationships, and picks up and delivers election materials to polling sites.

Assists candidates with filing, campaign finances, and manages candidate database.

Provides information or election services to Clerks in County's small towns.

Assists with preparing precinct kits.

Communicates and administers personnel programs and procedures of department, providing orientation to new subordinates.

Manages retention and destruction of legal documents.

Supervises poll workers for absentee voting, training, and continuing education.

Records minutes of the County Election Board meetings.

Responds to information requests from the public, other counties, and the State.

Informs supervisor of department about activities and any new developments.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED with previous office experience preferred.

Working knowledge of Indiana Election Code and standard office procedures, and ability to apply that knowledge to a variety of interrelated processes, tasks, and operations.

Ability to properly use standard office equipment, including computer, typewriter, calculator, fax machine, postage meter, copier, and telephone.

Ability to supervise assigned staff, assign tasks, establish work goals, maintain discipline, and recommend corrective action as warranted.

Ability to compare or observe similarities and difference between data, people, or things.

Ability to compile, collate, or classify data.

Ability to analyze, evaluate, and observe data and take action based on data analysis.

Ability to coordinate, place, make determinations, and take action based on data analysis.

Ability to understand and follow oral or written instructions, write notes, and request information or supplies in writing or orally.

Ability to file, post, and mail materials.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several task at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to read work rules, use standard English grammar, spelling, pronunciation, and speak clearly, with poise.

Ability to apply knowledge of people and locations.

Ability to present findings in oral or written form.

Ability to plan and layout assigned work projects.

Ability to count, make simple arithmetic additions and subtractions.

Ability to read and interpret maps.

Ability to write and edit reports, prepare/give public presentations, and provide training to others.

Ability to effectively communicate orally and in writing with co-workers, other County Voter Registration Offices, Indiana Election Division, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to occasionally work extended hours, weekends, evenings, and travel out of town for conferences and meetings, sometimes overnight.

## **II. RESPONSIBILITY:**

Incumbent works under general supervision with assignments guided by broad policies and/or general objectives. Incumbent refers to supervisor when interpretations of department policies, programs, and expenditures are thought necessary. Periodically, decisions are made in the absence of specific policies, and/or absence of supervisor. Incumbent's work priorities and schedules are determined by seasonal deadlines. Errors in performance are primarily detected and prevented through standard bookkeeping checks and procedural safeguards. Undetected errors could result in loss of time to correct error and/or inconvenience to other agencies or the public.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County Voter Registration Offices, Indiana Election Division, and the public for the purpose of giving and receiving information.

Incumbent reports directly to Clerk of Courts.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs majority of duties in a standard office and service counter involving sitting for long periods, lifting/carrying objects weighing under 25 pounds, reaching, keyboarding, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent occasionally works extended hours, weekends, evenings, and travels out of town for meetings and conferences, sometimes overnight.

**APPLY AT:** Wayne County Human Resources  
401 East Main Street  
Richmond, IN 47374

**ONLINE:** <http://www.co.wayne.in.us/jobs/index.php>

***Wayne County Government is an  
Equal Opportunity Employer.***