

# **POSITION VACANCY**

**APPLICATIONS WILL BE ACCEPTED BEGINNING  
JANUARY 8, 2021 AND ACCEPTED UNTIL THE POSITION IS FILLED.**

**JOB TITLE: Part-time Deputy Clerk, Voters Registration, #13490**

**Date Posted: January 8, 2021**  
**Department: Clerk of Courts**  
**Hours: 20-29 hours/weekly**  
**Annual Salary: \$14.42/hr.**

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 accommodation would cause an undue hardship.

Incumbent serves as Permanent Part-time Voter Registration/Elections Deputy Clerk.

## **DUTIES:**

Include, but are not limited to adding and maintaining voter registrations in the SVRS system. This requires input of all new registrations delivered in person or electronically. This person will also assist the Clerk during election time and be cross-trained to work in the court side of the clerk's office with cash payments and JTS input as needed.

Will work with the public, receive, and answer questions regarding voter registrations.

Maintains current voter list received electronically from the BMV, Indiana Health Department, and Department of Corrections.

Will be responsible for the annual updates in SVRS.

Answers telephones and greets office visitors, directing to appropriate individual or taking messages, and answering questions regarding voter registration and elections.

Will help on the court side of the Clerk's office with JTS entry of new cases, filing, and other duties as assigned, when necessary.

Will work in the courthouse copy/mail room when needed.

Will assist with scanning/imaging of court documents when possible.

Performs related duties as assigned.

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

High school diploma or GED.

Working knowledge of standard office procedures and legal terminology, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation.

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 effectively communicate both orally and in writing with co-workers, other County departments, attorneys, collection agencies, businesses law enforcement agencies, judges, and the general public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to operate standard office equipment, including computer, typewriter, calculator, postage meter, copier, and telephone.

Ability to compute, perform arithmetic operations, such as figuring payments.

Ability to compile, collate, and classify data.

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

Ability to file, post, and mail materials.

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

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

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to plan and layout work assignments.

Ability to occasionally work extended hours.

## **II. RESPONSIBILITY:**

Incumbent performs standard, recurring duties according to standard operating procedures or policy manuals. Incumbent's assignments and objectives are set jointly by supervisor and incumbent with priorities determined by supervisor and service needs of the public. Errors in incumbent's work are primarily detected or prevented through prior instructions from supervisor, notifications from other

departments, agencies, or the public and procedural safeguards. Undetected work errors may result in loss of time to correct error or inconvenience to other agencies or the public.

**III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, attorneys, collection agencies, businesses law enforcement agencies, judges, and the general public for the purposes of exchanging information and explaining/interpreting policies and procedures.

Incumbent reports directly to Office Supervisor.

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

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods of time, pushing/pulling/lifting/carrying objects weighing under 25 pounds, bending, keyboarding, close vision, speaking clearly, hearing sounds/communication and handling/grasping objects. Incumbent may occasionally work with or be exposed to violent/irate individuals.

Incumbent occasionally works extended hours.

**APPLY AT: Wayne County Human Resources  
Wayne County Administration Building  
401 E. Main Street  
Richmond, IN 47374**

Or online at: <http://www.co.wayne.in.us>

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