

**Douglas County Auditor**  
PO Box 456  
Waterville, WA 98858

**Elections/Licensing Clerk**

**1. GENERAL FUNCTIONS OF THE ELECTIONS/LICENSING JOB**

- ◆ Responsible for assisting the Supervisor of Elections in conducting all elections held in Douglas County.
- ◆ This position reports to the Supervisor of Elections and County Auditor.
- ◆ Processes all types of licensing transactions.
- ◆ This position is included in the bargaining unit.

**2. ESSENTIAL ELECTIONS JOB FUNCTIONS**

- ◆ Must understand, interpret, and communicate election related laws.
- ◆ Be proficient in a voter registration database.
- ◆ Distribute and track election inventory.
- ◆ Maintain written and oral communications with customers.
- ◆ Recruit and assist in the supervision of part-time election workers.
- ◆ Assist in conducting training seminars for election workers.
- ◆ Prepare and distribute ballots to absentee and vote by mail voters.
- ◆ Assign precincts and levy codes to voters.
- ◆ Assist in the conduct of voter outreach activities and presentations.
- ◆ Learn and accurately operate election related software for voter registration, and ballot tabulation.
- ◆ Maintenance of a comprehensive office filing system.
- ◆ Think creatively to increase voter turnout and registration as well as to improve election administration procedures in Douglas County and Washington State.
- ◆ Assist in the maintenance and operation of the Voter Registration Data Base (VRDB).
- ◆ Utilize secure government database Lexis Nexus.

**3. ESSENTIAL LICENSING JOB FUNCTIONS:**

- ◆ Processes titles, prebills and internet transactions.
- ◆ Responsible for open and close of day.
- ◆ Prepares daily and monthly reports.
- ◆ Responsible for assigning and distributing inventory to Douglas County and subagents.
- ◆ Organizes and plans multiple tasks and responsibilities.
- ◆ Performs responsible and complex work involving the use of independent judgment and personal initiative.

- ◆ Efficiently operates an assortment of office machinery such as a fax machine, copier, laser printer, etc.
- ◆ Must demonstrate and maintain the desire and willingness to work well with co-workers, county offices, and other entities.
- ◆ Projects a positive and professional image.
- ◆ Utilizes RCW's, WAC's, and other resource materials as needed.
- ◆ Must obtain Licensing Certification within prescribed time frames.

#### **4. OTHER JOB FUNCTIONS AND RESPONSIBILITIES**

- ◆ Time management skills to meet deadlines.
- ◆ Organize and plan multiple tasks and responsibilities
- ◆ Perform responsible and complex work involving the use of independent judgment and personal initiative.
- ◆ Efficiently operate an assortment of office machinery such as a fax machine, copier, laser printer, etc.
- ◆ Knowledge of business and skills including office procedures, equipment usage, spelling and grammar, scheduling, filing, accounting, budgeting, office machines, etc.
- ◆ Must demonstrate and maintain the desire and willingness to work well with co-workers, county offices, and other entities.
- ◆ Above average communication skills: verbal, non-verbal, and written.
- ◆ Project a positive and professional image.
- ◆ Utilize RCW's, WAC's, the State Constitution and other resource materials as needed.
- ◆ Act as backup for other divisions within the department.
- ◆ Attends meetings and seminars both in and out of the area.
- ◆ Perform other duties and responsibilities as assigned.

#### **5. DESIREABLE KNOWLEDGE, SKILLS, AND ABILITIES**

##### **Knowledge of:**

- ◆ Local, state, and federal policies and roles as they relate to County Government and Administration procedures and operations.
- ◆ Personal computers and software programs e.g. Windows, Microsoft Office, Internet, email.
- ◆ Licensing Vehicle Field System (DRIVES) and Lexis Nexus

##### **Skills in:**

- ◆ Gathering, analyzing, and interpreting data into usable formats.
- ◆ Problem solving techniques.
- ◆ Phone etiquette and technique must be above average.
- ◆ Operation of a multi-line phone system.

- ◆ Operate a personal computer and software necessary to perform the requirements of the job.
- ◆ Effectively dealing with people who may be emotionally charged by issues and information being presented.

**Ability to:**

- ◆ Maintain a confidential status and process confidential written and verbal information.
- ◆ Explain complex issues in a simple understandable manner.
- ◆ Project a positive, professional image for self and the County.
- ◆ Work in and around stressful situations.
- ◆ Work independently.
- ◆ Effective communications verbally and in writing.
- ◆ Relate with co-workers, elected officials, public and private individuals and agencies in a positive manner.
- ◆ Meet deadlines while maintaining flexibility necessary to accommodate any given situation.
- ◆ Physically perform the essential job functions of this position.

**6. PHYSICAL REQUIREMENTS**

- ◆ Sitting for extended periods while operating a computer or performing other office functions at a desk.
- ◆ Manual dexterity necessary to perform repetitive tasks including the operation of a keyboard and a 10-key adding machine.
- ◆ Walking to and from various offices and departments, etc.
- ◆ Climbing stairs in the office and other facilities.
- ◆ Lifting up to a maximum of 50 pounds waist high.
- ◆ Climb a 3 to 4 foot ladder to place and return storage boxes.
- ◆ Bending, stooping, and twisting during the course of performing required job functions.
- ◆ Sight and hearing of acceptable standards.

**7. WORKING CONDITIONS**

- ◆ Duties are performed in a busy office environment.
- ◆ Working independently most of the time.
- ◆ Shifts other than the traditional 8:00 am to 5:00 pm.
- ◆ Overtime, evening, and weekend work may be required.
- ◆ Environment may be stressful in striving to meet deadlines.
- ◆ May require travel with reasonable accommodation to off-site facilities.
- ◆ Regular attendance is required.

**8. RECRUITING REQUIREMENTS**

- ◆ A high school education or equivalent.

- ◆ Certification as a Washington State Election Assistant Administrator must be acquired within 18 months of employment.
- ◆ A college education or previous election and licensing experience along with certification are preferred.
- ◆ Strong computer skills and excellent written, oral, and interpersonal communication is preferred.
- ◆ A valid Washington State Drivers License.
- ◆ A completed application and resume.
- ◆ A background security check may be required if a job offer is made.

**9. CLOSING STATEMENT**

- ◆ This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.

**Reviewed by:**

Name	Title	Date
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**Witness:**

Name	Date
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