

# BENTON COUNTY POSITION DESCRIPTION

<b>CLASSIFICATION</b>	<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>	<b>FLSA STATUS</b>
Administrative Assistant	A	1	1	Non-Exempt
<b>POSITION TITLE:</b>	<b>On-Call Elections Administrative Assistant 1</b>		<b>POSITION#:</b>	
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised (Check one)	<b>Date:</b>	03/10/2023		
<b>SERVICE TYPE:</b>		NON-REP PROFESSIONAL		
<b>Employee Name:</b>		<b>Department:</b>	Elections	<b>Supervisor:</b>
<b>FTE:</b>	0.49	<b>Employment Status:</b>	ONCALL NON-BENEFITED	

## Position Summary:

Perform general clerical tasks in the Benton County Records & Elections department. Assist internal and external customers in-person, by phone, and other means. Responsible for reviewing and processing forms and documents, data entry, proofing, processing mail, receipting payments, utilizing office machines, answering phones and email.

## Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	<b>MFA: General Clerical Duties</b> <b>Essential Duties:</b> <ul style="list-style-type: none"> <li>Review and process incoming forms and data in accordance with requirements.</li> <li>Perform data entry, proofing, and filing of assigned records.</li> <li>Assist customers in-person, by phone, mail and email.</li> <li>Accept cash, checks, and credit card payments, as required.</li> <li>Process and pro paper and electronic forms as directed.</li> <li>Answer basic questions concerning department programs and functions</li> </ul>	50%
2	<b>MFA: Election &amp; Passport Related Duties</b> <b>Essential Duties:</b> <ul style="list-style-type: none"> <li>Enter voter registration and ballot return data.</li> <li>Perform signature verification on returned ballot forms &amp; systems.</li> <li>Fill requests, receive, sort, and process election ballots.</li> <li>Accept passport applications, assist applicants, take passport photos and collect fees.</li> <li>Proof passport applications, complete transmittal forms, package and mail.</li> <li>Answer basic election and passport related questions.</li> </ul>	25%
3	<b>MFA: Record &amp; License Division Related Duties</b> <b>Essential Duties:</b> <ul style="list-style-type: none"> <li>Review documents and forms for compliance prior to acceptance.</li> <li>Assess established fees and process payments accordingly.</li> <li>Perform data entry, scan and proof recording, marriage and dog license entries.</li> <li></li> </ul>	25%
	<b>And other duties as assigned.</b>	
<b>Percentages should total 100%</b>		<b>100%</b>

Special Requirements:

Familiarity with customer service practices; computers and office equipment; ability to maintain confidentiality; ability to obtain passport agent authorization and/or notary public certification as needed to perform assigned duties.

Physical Requirements:

Ability to sit for extended periods, stand, walk, reach, grasp, feel, talk, hear, see, pull and push objects, regularly lift materials and supplies up to 20 lbs.

**NOTE:** The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_