

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Administrative Assistant	A	1	2	Non-Exempt
POSITION TITLE:	On-Call Elections Administrative Assistant		POSITION#:	
☐ New ☒ Revised (Check one)	Date:	03/10/2023		
SERVICE TYPE:		NON-REP PROFESSIONAL		
Employee Name:		Department:	Elections	Supervisor:
FTE:	0.49	Employment Status:	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	MFA: General Clerical Duties Essential Duties: - Review and process incoming forms and data in accordance with requirements. - Perform data entry, proofing, and filing of assigned records. - Assist customers in-person, by phone, mail and email. - Accept cash, checks, and credit card payments, as required. - Process and pro paper and electronic forms as directed. - Answer basic questions concerning department programs and functions	50%
2	MFA: Election & Passport Related Duties Essential Duties: - Enter voter registration and ballot return data. - Perform signature verification on returned ballot forms & systems. - Fill requests, receive, sort, and process election ballots. - Accept passport applications, assist applicants, take passport photos and collect fees. - Proof passport applications, complete transmittal forms, package and mail. - Answer basic election and passport related questions.	25%
3	MFA: Record & License Division Related Duties Essential Duties: - Review documents and forms for compliance prior to acceptance. - Assess established fees and process payments accordingly. - Perform data entry, scan and proof recording, marriage and dog license entries.	25%
	And other duties as assigned.	
Percentages should total 100%		100%

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: _____