



## JOB DESCRIPTION

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**JOB TITLE:** Elections Clerk Supervisor

**JOB CODE:** 1990

**DEPARTMENT:** Clerk-Treasurer – Civil Clerks

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** County Clerk/Treasurer

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### SUMMARY OF JOB PURPOSE

Assists in the planning, organization, and conduction of County supervised elections; supervises staff and the daily operations of the Elections Division of the Clerk-Treasurer department.

### ESSENTIAL FUNCTIONS

1. Plans, directs, and supervises the daily activities of the Elections Division, election night operations, and post-election canvass activities for County Elections; answers inquiries, provides information, and resolves complaints regarding election operations and logistics that require the use of judgment and the explanation of laws, policies, rules, and procedures.
2. Coordinates election database setup and testing and maintains the voter registration database; issues and accepts voter registration affidavits; enters voter registrations into computer system; conducts voter file purges; prepares Reports of Registrations for the Secretary of State; verifies petitions; researches potential registration fraud for referral to District Attorney and Secretary of State; maintains voter history files.
3. Assists in the development of the ballot in multiple formats through the use of manual and physical configurations and an election database system; oversees the preparation of the ballot card order; ensures the accuracy of hard cards, mail ballots, sample ballots, and sample ballot labeling; assists in the development of election calendars; monitors details to ensure that deadlines are met; conducts other special projects as needed.
4. Maintains permanent, military, and overseas absent voter database; processes absentee ballot applications and verifies validity of returned ballots; duplicates damaged and provisional ballots; performs absentee ballot reconciliation; researches potential voter fraud for referral to the District Attorney.
5. Recommends selection of staff; provides or coordinates staff training and cross-training in work procedures; assigns and reviews regular and special projects; works with staff to correct performance deficiencies and carries out disciplinary actions as needed.
6. Reviews new and existing election laws to determine the impact on elections operations; develops and coordinates appropriate changes to comply with election laws; develops policies, procedures, and standards to ensure compliance with the Election and Government Codes.
7. Provides input into the budget and goal setting processes; maintains budgetary records by specific election programs; collects, compiles, and analyzes fiscal and operational data; identifies process improvement opportunities and required resources; makes recommendations and implements improvements upon approval.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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- Maintains the Polling Officer and Poll Site databases; selects, inspects, and procures polling places and receiving centers; assigns precincts to polling places and receiving centers; conducts surveys on poll sites handicap accessibility and technical readiness; prepares bids and contracts for election materials and equipment and for logistical services; generates statistics to track voter participation with languages other than English at polls for reporting to the Department of Justice.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE

Bachelor's Degree in Public Administration, Business Administration, or other closely related field and at least three (3) years of technical or specialized election operations experience with one (1) of those years in a supervisory capacity; OR an equivalent combination of education and experience.

#### LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from the public, regulatory agencies, or members of the business community; effectively present information to top management, public groups, and/or boards of commissioners.

#### MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Nevada State and County election laws, codes, regulations, and procedures; principles and practices of developing teams, motivating employees, and managing in a team environment; skill and aptitude with computer applications, particularly as related to election operations; understanding of records management principles and practices; techniques for dealing with the public, in person and over the telephone; knowledge of repair and maintenance of electronic computer voting machines.

### CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### WORKING ENVIRONMENT

The noise level in this work environment is usually quiet.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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