



Job Description

Job Title:	Absentee Voting Election Worker
Department/Division:	Administration
Supervisor's Title:	City Clerk
Exempt/Non-exempt:	Temporary / Non-exempt

Position Objective

Performs a variety of tasks related to the absentee voting process. Assists with election administration including processing absentee ballot applications and providing customer service and answering questions to absentee voters both in person and over the phone. Hours of work for this position can range from 15-29 hours per week depending on availability. Absentee voting begins 46 days prior to each election or approximately from mid-June to Early August, and mid-September to early November. City Hall hours are 7:00-4:30 pm Monday-Thursday and 7:00-11:00 am on Friday with flexible shifts available.

Essential Job Functions

- Efficiently and accurately processes absentee ballot requests
- Attends election training as required to help in the administration of election services for the City
- Answers general inquiries from the public about voting locations, voter registration, and absentee voting
- Provides customer service to absentee voters by phone and in-person
- Serves on the Absentee Ballot Board
- Assists with elections equipment testing to ensure accuracy of equipment
- Assists with ordering and packing of precinct election supplies
- Assists with health care facility voting outreach
- Assists with curbside voting
- Performs other duties and assumes other responsibilities as apparent or assigned

Knowledge, Skills and Abilities

Knowledge of:

- Municipal elections experience
- Willingness and ability to learn the duties associated with voter registration, absentee voting, and election laws and procedures

Skilled in:

- Outstanding customer service
- Effective communication both orally and in writing
- Proofreading and producing accurate work

Ability to:

- Learn the Statewide Voter Registration System (SVRS)
- Work collaboratively with others
- Self-start and work independently
- Work flexible hours

Minimum Qualifications

- Must be a U.S. Citizen and Minnesota Resident
- Must be able to read, write, and speak English
- Must be able to attend training

Desired Qualifications

- Previous experience as an election judge
- Previous experience with the Statewide Voter Registration System (SVRS)

Our Core Values

- Teamwork
- Friendliness
- Responsiveness