



# **BINGHAM COUNTY**

## **Is Recruiting for the Position of**

### **DEPUTY CLERK/ELECTIONS ASSISTANT**

**August 7<sup>th</sup> 2025**

**Salary: Starts at \$16.83/hour - DOQ/DOE**

**Part-time: No county benefits included**

**Public Employee Retirement System of Idaho (PERSI) Eligible**

**Closing date: Open until filled**

Pay Grade: N12

FLSA Designation: Non-Exempt

#### **Purpose Of Class/Primary Function**

The principal function of an employee in this class is to perform a variety of technical and clerical duties involved in elections. A Deputy Clerk/Elections Assistant must possess strong clerical and customer service skills. This position also performs administrative work assisting the County Clerk and the Elections Director in performing legally defined County statutory functions. The work is performed under supervision of the County Clerk/Auditor but some latitude is granted for the exercise of independent judgment using standard practices to resolve customer issues or correct procedures. The principal duties of this class are performed in a general office environment. This is a part time, non-benefit position. Reasonable accommodations will be considered for qualified individuals with disabilities to perform the essential functions of this role.

#### **Essential Duties and Responsibilities (will vary by assignment)**

- Provides general assistance to the County Clerk in performing administrative duties as defined in state and County statutes, ordinances, and codes;
- Answers incoming phone calls and greets walk-in customers, provides general information to the public, answers questions and inquiries, provides specific information about elections and voter registration and provides referrals to other departments or staff as needed;
- Assists in the maintenance of registration files and codes registrations for precincts, schools, highways, and other districts;
- Assists in the maintenance of records of precincts and special districts, including maps, legal descriptions, addresses, voter lists, and related documents;
- Assists districts within Bingham County with their elections;
- Assists candidates with filing dates, petitions, and filing related reports according to Idaho code;
- Verifies voter identification, issuing correct ballots, and securing voted ballots;
- Provides information courteously and positively to the public and Bingham County staff in areas of registration and elections policies and procedures;
- Maintains files, logs and other records utilizing the computer;
- Performs general office support duties including, but not limited to, data entry, customer service, preparing and maintaining reports, records, and logs, and routine office equipment maintenance;

- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

#### **Other Duties and Responsibilities**

- Performs other related duties as required.

### **Competency Requirements**

#### Knowledge of:

- Voter registration/election processes and procedures;
- Operation of standard office equipment, including a personal computer and job-related software applications, including Word and Excel.
- Operation of standard and specialized record and document scanning, copying, retrieval, and maintenance equipment;
- Applicable federal, state and County statutes, laws, codes, and regulations;
- County codes and ordinances, administrative regulations, personnel rules, and departmental policies;
- Customer service procedures, techniques, and objectives;
- English grammar, spelling, punctuation, and composition;
- Current office practices and procedures;
- Record keeping practices and procedures.

#### Ability to:

- Interpret applicable federal, state, and County ordinances, codes, statutes, and regulations;
- Interpret and explain County department functions, policies, and procedures;
- Maintain records efficiently and accurately;
- Explain regulatory compliance issues related to the Department's function;
- Understand and follow oral and/or written policies, procedures and instructions;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Operate standard and specialized document preparation, copying, archiving, and retrieval equipment;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with other County employees, supervisory personnel, state and local elected and appointed officials, and the public;
- Deal tactfully and diplomatically with government officials, elected and appointed officials, and the general public;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Maintain a professional demeanor during stressful situations; respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency is required and business office training is preferred; and
- Two (2) years office experience is required;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Special Qualifications**

- Ability to work a flexible schedule requiring full time hours March through May and September through November.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, which permits the employee to discern verbal instructions and communicate effectively with the public and other employees on the telephone and in person;
- Sufficient visual acuity, which permits the employee to comprehend written instructions and review, evaluate, and prepare a variety of written/typed documents and materials;
- Sufficient manual dexterity which permits the employee to operate a personal computer and standard office equipment;
- Sufficient personal mobility, flexibility, strength, and agility, which permits the employee to lift up to 25 pounds, to sit and work at a keyboard for an extended period of time, and work in an office environment.
- Jobs in this class require lifting or moving up to 25 pounds occasionally. The employee is regularly required to stand; walk; sit; bend; stoop, crouch, and stretch. The employee is frequently required to use hands to operate a computer keyboard and standard office equipment; to handle or feel; and to reach with hands and arms.

### **Items that must be attached to your application upon submission:**

A Resume
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## **How to Apply**

- A job description and the **Application** may be picked up at the Bingham County Courthouse, Department of Human Resources, Room 223 or you may find the application on our website: [www.binghamid.gov](http://www.binghamid.gov). When you have completed the **Application** and have attached all of the required documentation, you may submit it by bringing it to the address listed above, or you may mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221. If you choose to mail it, it must be received in the office by 4.00pm on closing day, if there is one. You may also fax the paperwork to (208) 782-2681 or email it to L.Pope: [lpope@binghamid.gov](mailto:lpope@binghamid.gov) by the closing date and time.
- The back page of the **Application** is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. You may bring a picture ID with you to the Courthouse and HR will notarize this page for you.

**If your application is not complete or does not have the required documentation, you will not be considered for this job posting.**