



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: Elections/Marriage License Supervisor

FLSA: Non-Exempt

DEPARTMENT: County Clerk

REVISED:

Summary: Under limited supervision, supervises, plans and coordinates Elections and Marriage department activities and operations within the County Clerk's Office; provides complex staff assistance to the County Clerk.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Coordinates and oversees the activities and operations of the Elections and Marriage departments; hires, supervises, trains and evaluates the performance of assigned personnel.
- Answers questions from the general public, election districts, political parties, candidates and other relevant parties in relation to election laws and procedures.
- Coordinates with the County Attorney and City of Cheyenne on resolutions required for ballot initiatives; appoints qualified members of counting boards, poll workers and absentee boards; reviews the validity of petitions for special district elections, local initiatives and referendums; provides assistance to the Boards of Directors of Special Districts on successive Board elections.
- Supervises the acceptance and data entry of voter registrations, absentee ballot requests and UOCAVA Federal postcards; investigates incomplete voter registrations and absentee ballot requests; supervises the processing of absentee ballots, candidate filings, and receipt and expenditure reports; oversees voter outreach programs, absentee precinct workers, and the voter registration purge process.
- Prepares correspondence to candidates, political parties and Canvassing Board members; notifies candidates of late filings.
- Coordinates and monitors the use of the election management system and the voter registration system; creates election databases; trains staff and poll workers in relation to computer systems and conduct of elections.
- Creates certification for County-wide races and ballot measures; reviews certification from the Secretary of State and the City of Cheyenne; prepares election ballots and sample ballot publication.
- Reviews and makes recommendations regarding draft legislation affecting elections; develops and implements procedures to accommodate legislative changes; testifies before legislative committees when necessary.
- Prepares division budget; allocates and invoices election costs to school districts, cities and special districts.
- Maintains and orders election equipment and supplies; coordinates the testing, maintenance, repair and storing of election tabulation software and hardware.
- Oversees the recruitment of election temporary workers and election judges; coordinates and conducts election judge training; administers oaths and issues certificates to judges; supervises Election Day support technicians.
- Directs and coordinates election night activities including tabulating results, certifying unofficial results reports, and distributing preliminary reports to the media, candidates and political parties.



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- Prepares for canvass of election, conducts audit, prepares certification reports, arranges Canvassing Board meeting, and prepares minutes for record.
- Gathers and interprets statistical data on voter registration/turnout, election costs, campaign contribution limits, and other related information for the local media and general public.
- Reviews precinct boundaries, prepares precinct maps, and maintains database of assigned address throughout the County; liaises with the Secretary of State and Census Bureau in relation to preparations for re-districting; makes recommendations on re-districting; coordinates boundary changes; monitors population distribution within ward, House and Senate districts.
- Performs other duties as assigned or required.

Knowledge and Skills:

- Knowledge of election operations, processes, and standards.
- Knowledge of election laws and procedures.
- Knowledge of election management and voter registration systems.
- Knowledge of ballot format and content.
- Knowledge of election equipment and supplies.
- Knowledge of marriage department activities and services.
- Knowledge of supervisory principles, practices, and methods.

- Skill in coordinating all aspects of election operations and activities.
- Skill in preparing for, conducting and canvassing an election.
- Skill in overseeing and training election temporary workers and judges.
- Skill in gathering and interpreting voter/election statistical data.
- Skill in reviewing precinct boundaries and making recommendations on re-districting.
- Skill in coordinating the day to day activities of a marriage department.
- Skill in effectively supervising, leading, and delegating tasks and authority.

Minimum Qualifications:

High school diploma or equivalent; AND four (4) year's election administration experience; or an equivalent combination of education, training and experience. Must have a valid driver's license.