

Help Wanted: Adair County Auditor's Office is seeking a full-time Elections Deputy/IT Support Staff. Successful candidates must have a high school diploma or GED as a minimum. Graduation from an accredited college, university, community college or technical school is preferred. Interested candidates must be extremely organized and detail oriented, have excellent communication skills, possess the ability to meet hard deadlines, and to adapt and thrive in a continuously changing environment. Knowledge and experience in information technology is required, including various network technologies and their relationship to proper operations of a network environment, various roles of the components of desktops, workstations and servers, including hardware, operating systems, and software application, website development, and IT security. Applications, with a complete job description, are available at the Adair County Auditor's Office, 400 Public Square, Suite 5, Greenfield, Iowa 50849 or at www.adaircountyiowa.org. Please submit a cover letter, resume, and completed application to the Auditor's office at the address above or email to auditor@adaircountyiowa.org by 4:30 p.m., Friday June 29, 2018. Post mark does not count and emails must be in the inbox by 4:30 p.m. Late or incomplete applications will not be considered. E.O.E. Post job offer pre-employment drug test, background check, & physical required.

ADAIR COUNTY POSITION DESCRIPTION

POSITION: Elections Deputy/IT Support Staff/Full time

REPORTS TO: Auditor

Department: Auditor

REVISED 06-01-2018

GENERAL SUMMARY:

Under the general direction of the Auditor. Performs duties that pertain to Elections and Voter Registration as directed by the Auditor/County Commissioner of Elections. Performs various office duties for the Auditor's Office. Serves as IT Support for the Auditor's Office, Elections, and for any other County Office needing assistance. Serves as the contact person for Adair County's IT Service Provider. Performs general office duties, grant tracking, and various IT duties.

A. Essential Functions.

1. Elections. Prepare ballots and election materials. Prepare voting machines to go out to polling places before elections. Answer questions; organize election materials, absentee ballots, etc. Work with electronic poll book, vote tabulation, and ADA accessible equipment and the vendors of the equipment. Keep up with Election Laws. Prepare health care facility voting.
2. Voter registration. Entry in computer and filing and maintaining of records. Work with I-Voters and Precinct Atlas.
3. Surveys accessibility of polling sites.
4. Become SEAT Certified and maintain certification.
5. Develop and maintain security policies and cybersecurity policies for office, county, and elections.
6. Prepare Candidate Packets.
7. Work with City Clerks and School Board Secretary to prepare for the City/School Election.
8. Participate in training sessions for election workers.
9. Prepare Election Worker list for Election Day and the Absentee Board.
10. Oversee, instruct, and setup the Absentee and Special Board.
11. Delivery and pick up election equipment and supplies.
12. Election bill backs.
13. Secure, electronically and physically, all election and voter registration equipment.
14. Support the day-to-day technology operations of County departments and employees if requested.
15. Work with the County's contract IT Service Provider for additional IT Support and to implement projects and resolve technology issues.
16. Troubleshoot and resolve the root cause of unexpected technology failures or problems.
17. Assist in implementation and support of information technology projects.
18. Maintain the County Website, internet resources and services, network servers, switches, firewalls and applications.
19. Maintain Township Clerk/Trustee Appointments/Election Spreadsheet.
20. Census map review and tabulations.
21. Help with Redistricting/Reprecincting.
22. Verify checks for payment before mailing.
23. Answer phones, type, file, maintain archives, shredding, historical document scanning, and other miscellaneous general office duties.

24. Assist public at the counter and over the telephone.
 25. Attend meetings and training sessions as requested both in the county or the state including some outside of the normal workday schedule.
 26. Follows HIPAA rules and procedures.
 27. Grant tracking for State Auditor's.
 28. Accounts Receivables.
 29. Liquor License Maintenance and Submittals.
- B. Physical Demands. Ability to frequently move between floors. Ability to move to different heights to file, record entries, run copies, maintain IT equipment and networking. Must lift and carry 23-pound books, office supplies, and odd size materials. Must move 300lbs wheeled carts full of election equipment and supplies. Sits to use computer and shredder. Normal office dexterity needed.
- C. Cognitive Demands. Calculates, analyzes, alphabetizes-must have ability to use personal computer. Must be very organized, detail-oriented, and able to meet hard deadlines. Must keep records confidential as required. Must be able to adjust to changing circumstances and information. Need to be able to work independently with little to no supervision. Must have excellent verbal and written communication skills. Must be able to develop and maintain constructive and cooperative working relationships with the public, other government agencies, and other county departments.
- D. Work Environment and Equipment. Works in office environment. Uses office equipment including personal computer, laptops, typewriter, 10-key calculator, copy machine, printer, scanner, bar scanner, election tabulator, fax machine, network servers, switches, firewalls, and applications.
- E. Entry Qualifications. Knowledge and experience in information technology is required, as is the ability to type, use 10-key calculator, computer with Microsoft Office, Adobe Acrobat, and others. Understanding of operating systems used by the County. Have a knowledge of website development and IT security. Have a knowledge of various network technologies and their relationship to proper operations of a network environment. Have an understanding of the various roles components of desktops, workstations and servers, including hardware, operating systems, and software application.
- F. Work Schedule. Normal business hours of the courthouse with at least 40 hours per week scheduled on a regular basis. Saturday or evening hours if necessary for elections. Attend out of town and/or overnight training sessions.
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1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
2. All requirements are subject to possible modification to make reasonable accommodations for individuals with disabilities.
3. Some requirements may exclude individuals who pose a threat or significant risk to the health and safety of themselves or others.
4. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Adair County Employment Application

PERSONAL INFORMATION

Last Name:	First Name:	Middle Name:	
Street Address:	City, State	Zip Code	
Home Telephone:		Cell Telephone:	
Work Telephone:		E-Mail Address:	
Upon employment, can you show verification of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you at least 18 yrs old? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a felony which has not been expunged or sealed by a court? <input type="checkbox"/> Yes <input type="checkbox"/> No			

POSITION APPLYING FOR:

Position Desired:		Salary Desired: \$	
How were you referred? <input type="checkbox"/> Employee Referral <input type="checkbox"/> Other			
<input type="checkbox"/> Web Site <input type="checkbox"/> Newspaper <input type="checkbox"/> Employment Referral (provide name----->			
Have you ever applied for employment with us before? If "Yes", give dates and department/location. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you acquainted with or related to any employee of our company? If "Yes", identify by name and relationship. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Date Available to Start:			
Available to Work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal	Days/Hours Available:		

EDUCATION

School Name	City, State	Major Course of Study	Highest Grade Diploma/Degree
High School			
College			
Business, Technical, Trade School			
Activities, Honors, Offices held that are job related (Omit those which indicate Race, Religion, National Origin, Color, Sex, Age or Disability):			
Describe other job related training completed (Omit those which indicate Race, Religion, National Origin, Color, Sex, Age or Disability):			

U.S. MILITARY SERVICE

Branch/Duty/Location	Military Specialty	Highest Rank	Special Honors/Training
			Service School Attended

WORK EXPERIENCE (begin with most recent position)

Employer		Address	City/State
Phone Number		Supervisor	May we Contact <input type="checkbox"/> Yes <input type="checkbox"/> No
Dates Employed		Start Rate of Pay	Final Rate of Pay
From:	To:		
Work Performed			
Reason for Leaving			

Employer		Address	City/State
Phone Number		Supervisor	May we Contact <input type="checkbox"/> Yes <input type="checkbox"/> No
Dates Employed		Start Rate of Pay	Final Rate of Pay
From:	To:		
Work Performed			
Reason for Leaving			

Employer		Address	City/State
Phone Number		Supervisor	May we Contact <input type="checkbox"/> Yes <input type="checkbox"/> No
Dates Employed		Start Rate of Pay	Final Rate of Pay
From:	To:		
Work Performed			
Reason for Leaving			

Employer		Address	City/State
Phone Number		Supervisor	May we Contact <input type="checkbox"/> Yes <input type="checkbox"/> No
Dates Employed		Start Rate of Pay	Final Rate of Pay
From:	To:		
Work Performed			
Reason for Leaving			

State whether you have ever been terminated or suspended from any previous employment and describe the circumstances.

SPECIALIZED SKILLS (Skills/Equipment Operated)

What professional job related licenses do you hold (omit those which indicate race, religion, national origin, color, sex, age or disability)?

Typing Ability?				Dictation Ability?				Ten Key Ability?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	wpm		<input type="checkbox"/> Yes	<input type="checkbox"/> No	wpm		<input type="checkbox"/> Yes	<input type="checkbox"/> No	wpm	

ADDITIONAL INFORMATION

Would You Consider Relocation?	
<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please list restrictions:	
Would You Travel if Necessary?	
<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, please list restrictions:	

PERSONAL REFERENCES

Give name of three persons to whom you are not related and by whom you have not been employed.

NAME/ADDRESS	TELEPHONE	OCCUPATION	YEARS KNOWN

CONDITIONS FOR EMPLOYMENT:

Please read the following statements carefully as they constitute conditions for employment.

1. The information that I have provided on this application is accurate and true to the best of my knowledge.
2. I understand that any misrepresentation or omission of a fact on my application, resume or during the interview or hiring process may result in the refusal of employment, or if employed, immediate termination from employment.
3. The persons, schools, current and prior employers (if approved by me in the Employment History section), and other organizations or employers named in this application are authorized by me to verify the information I have provided and to provide information that maybe requested. I am willing that a photocopy of this authorization be accepted with the same authority as the original. I hereby waive and release all persons, schools, current and prior employers and other organizations from any liability rising from the disclosure of any of the above information whether in writing or orally, and further waive and release this company from any liability arising from reliance on the aforementioned information or the use, publication, or retention of such information within the context of its applicant review procedures.
4. I will be able, if hired, to certify that I am authorized to work in the United States of America, and understand that in accordance with the Immigration Reform and Control Act that I will be required to provide timely documentation of identity and employment eligibility.
5. In the event that I am employed, I agree to conform to all company rules and regulations. I understand and agree that if I am employed, I shall be employed on an at-will basis. As an at-will employee, I understand and agree that either the company or I can terminate our employment relationship at any time for any reason, with or without advance notice and with or without cause. I understand and agree that, although over the course of my employment, other terms and conditions of my employment may change, the at-will term of my employment will not change. I understand that no one other than the Board of Supervisors of the County may enter into any agreement with me contrary to the foregoing and that any such contrary agreement must be in writing and signed by the Board of Supervisors.
6. Although the company makes every effort to accommodate individual preferences, business needs may make the following conditions necessary: Overtime, shift work, a rotating work schedule, or a work schedule that includes Saturday and/or Sunday. I understand and accept these as conditions of my employment.
7. I agree to protect confidential information while being employed with the county.

Signature	Date