



Buffalo County Election Commissioner's Office

Po Box 1270 Kearney NE 68848

Ph (308)236-1233 Fax (308)236-1868

Email: elections@buffalocounty.ne.gov

Website: www.buffalocounty.ne.gov

*PLEASE NOTE: The following is not an all-inclusive listing of duties associated with this job.
Duties can change or vary depending upon need.*

ESSENTIAL JOB DUTIES:

Greet and assist the public	Take filings & fees for public office	Register electors to vote
Update registrant records	Scan and file registrations	Locate addresses on maps
Determine section, township & range	Determine tax district	Assist with election set up
Assist with proofing of ballots/notices	Process absentee requests	Process provisional ballots
Post voting credit	Setup/process petitions	Maintain NVRA mailings
Maintain Felon lists	Maintain street file	Contact & assign poll workers
Assist with poll worker training	Assist with election/poll worker claims	Assist with nursing home Absentees
Send polling place notifications	Assist with redistricting/updates	Answer Phones
Assist with mailing out notices/certifications	Ready election supply boxes	Test & ready ExpressVotes

TYPICAL WORK FUNCTIONS:

- Register citizens of the United States who are at least 18 yrs of age or will be on or before the 1st Tuesday following the 1st Monday in November.
- Scanning and filing voter registration records
- Process incoming/outgoing absentee ballots
- Assist candidates, political parties and political subdivisions in obtaining information about previous elections and registered voter statistics.
- Assist eligible candidates in completing filing forms for public office
- Take monies for filing fees
- Operate a wide variety of standard office equipment including but not limited to: digital multiline phones, fax machines, scanners, copiers, printers, calculators & personal computers. Other equipment being operated by this office is the State of Nebraska owned ExpressVotes.

ESSENTIAL KNOWLEDGE, EXPERIENCE, AND ABILITIES

- Must be highly effective with oral and written communications skills
- Ability to perform effectively under pressure and in stressful situations
- Must maintain a high degree of accuracy and have good research methods and techniques
- Ability to understand and follow written and oral instructions
- Thorough knowledge of Microsoft programs and have general computer skills
- Must be able to communicate with the public on a daily basis
- Must be able to communicate with other employees regarding tasks that need completed
- Must be able to communicate with other departments when working on projects together
- Ability to read and interpret instructions

- Ability to perform detailed work
- Ability to problem solve and reason
- Ability to keep information confidential when necessary
- Thorough knowledge of the English language, grammar, and punctuation
- Must have general math, writing, and keyboarding skills

ESSENTIAL EDUCATION, CERTIFICATIONS, AND LICENSES

- High school diploma or equivalent
- Must be a registered voter

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORK CONDITIONS

- Must be able to carry, stand, drive, kneel, speak, squat, hear, push, climb, walk, sit, reach, and pull on a regular basis
- Must be able to do repetitive motions
- Must be able to stand or walk for long periods of time
- Must be able to lift 40-65 pounds unassisted
- May be exposed to dust and dirt

ESSENTIAL ATTENDANCE AND AVAILABILITY REQUIREMENTS

- Must be punctual and have regular attendance
- Must have the ability to work overtime when necessary
- Must have the ability to work on holidays when necessary
- Must have the ability to work at the job site
- Must have the ability to travel
- May work indoors or outdoors in any type of weather

BENEFIT ELIGIBLE POSITION WORKING 32 HOURS PER WEEK

- Paid health insurance for employee
- Paid Term Life, Long Term Disability and accidental death (AD&D) insurance
- Nebraska Public Employees Retirement Systems (NPERS)
- Employee Assistance Program (EAP)
- Paid sick and vacation time (earned based on # of hrs worked)
- Inclement weather leave
- 13 paid holidays

Benefits are equivalent to \$6.00 per hour

MISCELLANEOUS VOLUNTARY BENEFITS / DEDUCTIONS

- AFLAC
- Globe Life – Family Heritage Division (Life/Accident)
- Kearney Area United Way
- Nationwide Deferred Compensation Plan (retirement)
- Principal Dental
- VSP – vision
- First Concord – Flex spending account (FSA)

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The County recognizes that an individual with a disability may require an accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodations.