



**GENESEE COUNTY**  
**— M I C H I G A N —**

## **ELECTIONS SPECIALIST**

**POSITION CLASS:**

AFSCME Local 496.00

**HIRING AUTHORITY:**

County Clerk & Register of Deeds

**JOB SUMMARY:**

Performs a variety of responsible duties in the Elections Division of the County Clerk & Register of Deeds' Office; work involves the taking of minutes of Board of Commissioners' meetings where accuracy is important, as well as variety of other duties involving the implementation and enforcement of local and state election and campaign finance laws; works under general supervision; performs related duties as required.

**ESSENTIAL JOB DUTIES AND FUNCTIONS:**

- Researches and monitors State and Federal Election Laws and Regulations, preparing informational materials and providing suggestions for improvements as necessary
- Communicates and coordinates with State, County, local and School officials, to assist in coordinating election dates, informing government agencies on elections procedures
- Assist in the facilitation and teaching of poll workers and local clerks in use of equipment, procedure, and election law
- Records minutes of Board of Commissioners' meetings and prepares minutes for distribution
- Assists with the programming of all election software to produce ballots for approximately 100+ Ballot styles
- Files and pulls election files, index cards, and maintains required files
- Receives, reviews, and makes determinations on candidate filing affidavits, Campaign finance reports and processes the associated filing fees or petition signatures
- Responsible for making decisions and determinations on petition eligibility and qualifications
- Assists in drafting election procedure by examining legislation, forwarding recommendations for proposal amendments and/or changes to legislators as necessary.

**ESSENTIAL JOB DUTIES AND FUNCTIONS (cont.):**

- Answers the telephone, and gives out information as requested
- Types and sends notices and forms to election candidates and committees
- Prepares required reports, notices, and meeting materials including compiling statistical information.
- Aids in the development of procedures to ensure efficient and effective utilization of the Qualified Voter File equipment, recommending changes as necessary.
- Performs all election audits requested from the Michigan Bureau of Elections

The above statement of Essential Job Duties and Functions is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of the Clerk's Office, procedures and policies
- Extensive knowledge of Michigan Election Law and local election procedure.
- Ability to write legibly, take notes of meetings, and compose professional correspondence
- Ability to proofread documents and ballots for accuracy and completion
- Ability to operate computers and related software such as word processing, spreadsheets and databases, etc.
- Strong critical thinking, and ability to engage in complex decision making.
- Ability to speak and train groups of adults, and knowledge of training principles and practices.
- Ability to attend work regularly and work under stressful conditions.
- Ability to understand and follow complex oral and written directions
- Ability to work independently and utilize good judgment
- Ability to deal with the public with courtesy and tact
- Ability to maintain good interpersonal relationships
- Ability to work independently, collaboratively, and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.

**MINIMUM QUALIFICATIONS:**

One year of clerical experience which includes one of the following: taking minutes, training groups of individuals, election or campaign duties.

**-AND-**

The ability to type 30 net words per minute.

**SPECIAL REQUIREMENTS:**

- Must have or obtain within 60 days of employment the Michigan Qualified Voter File Certification and Active State of Michigan Election Administrator Accreditation.
- Must be willing to work evenings when needed.

**PHYSICAL REQUIREMENTS:**

- Must be able to perform Essential Job Duties and Functions with or without reasonable accommodations.

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Human Resources Director

Established: October 30, 1974  
Revised: November 1, 1988  
Revised: June 8, 1999  
Revised: March 22, 2011  
Revised: August 16, 2013  
Revised: July 10, 2020  
Revised: June 22, 2021  
Revised: August 18, 2021  
Revised: September 23, 2021  
Revised: May 13, 2026