



Deputy County Clerk & Elections Clerk (Part Time)

Explore. Thrive. Belong.

Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.

WHAT WE ARE LOOKING FOR IN THE DEPUTY COUNTY CLERK & ELECTIONS CLERK

We are seeking a detail-oriented professional to be the first point of contact within the County Clerk's office and assist the County Clerk and Chief Deputy Clerk in the administration of election activities and perform statutory and other duties in accordance with the Office of the County Clerk.

Deputy County Clerk & Elections Clerk is a part-time position, working 19 hours a week.

SOME ESSENTIAL RESPONSIBILITIES OF THE DEPUTY COUNTY CLERK & ELECTIONS CLERK

You will be successful in this role by completing the following tasks and responsibilities:

- Assists with administration of the statewide voter registration and election management system, including entering voter registrations, tracking absentee ballots, and maintaining addresses and district combinations.
- Coordinates with municipal clerks regarding ballot orders and shipping logistics; prepares and packages election supplies.
- Performs logic and accuracy testing on ballots to verify proper tabulation by voting equipment.
- Prepares and compiles materials for the County Board of Canvass to review, certify election results, and conduct recounts as necessary.
- Assembles and organizes required documentation for recounts and participates in official recount proceedings.
- Enters and updates provisional and absentee ballot data; submits election-specific cost reports and statistical information for each municipality.

Minimum Requirements:

- Two to three years related experience; and/or an Associate's degree and one-year related experience; or an equivalent combination of education and experience.
- Must pass a criminal background check.
- May be required to sign a confidentiality agreement or oath of office.
- Must be appointed by the County Clerk and maintain deputized status throughout employment.
- Must complete required training and maintain certification as a Passport Acceptance Agent through the U.S. Department of State.

Preferred Requirements:

- Four years' related experience and/or training; or an Associate's degree and two to three years' related experience; or an equivalent combination of education and experience; and experience working in a county or municipal government setting preferred.
- Public notary commission in the State of Wisconsin preferred.

Wage & Benefits

The starting hourly wage range is \$21.91 - \$24.42 per hour depending on qualifications.

Full range extends to \$28.18 per hour.

Employees at Jefferson County Value

Competitive Pay

Great Coworkers

Flexibility

Advancement & Opportunity

Family Culture

HOW TO APPLY: For a full job description and link to apply online, please visit the County's web site at www.jeffersoncountywi.gov

Jefferson County is an Equal Opportunity Employer