

Jefferson County
Position Description

Name:	Department: County Clerk	
	Division:	
Position Title:	Deputy County Clerk and Elections Clerk	Pay Grade: 4 FLSA: Non-Exempt
Date:	August 2025	Reports To: County Clerk

Purpose of Position

This position is the first point of contact within the County Clerk’s office and assists the County Clerk and Chief Deputy Clerk in the administration of election activities and performs statutory and other duties in accordance with the Office of the County Clerk.

Essential Duties and Responsibilities. *The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- 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.
- Calculates and prepares invoices for election-related cost sharing, state voter registration fees, and equipment maintenance based on collected data.
- Maintains secure organization and storage of election materials and monitors statutory destruction timelines in accordance with Wisconsin law.
- Coordinates with vendors and state agencies related to election equipment, ballot printing, and voter data.
- Processes and maintains records of County Board proceedings, including resolutions, ordinances, meeting notices, and minutes.
- Assists with open records requests and document retention in accordance with public records law and internal policy.
- Issues passports and various licenses in compliance with applicable statutes and procedures; interviews applicants, administers oaths, and collects fees. Completes training and certification through the U.S. Department of State as required.
- Provides professional and courteous customer service to the public in person, by phone, electronically, and in writing.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.
- Demonstrates dependable attendance.

Additional Tasks and Responsibilities. *While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.*

- Assists with compiling and updating information for the County Directory.
- Supports maintenance of the County Clerk’s website by posting meeting notices, forms, and informational updates as directed.
- Participates in cross-training and provides occasional backup for other Clerk’s Office functions during absences or high-volume periods.
- Attends trainings, conferences, or webinars to remain current on changes to elections, licensing, and public records laws, as approved.

Minimum Training and Experience Required to Perform Essential Job Functions

- Two to three years related experience; and/or
- Associate’s degree and one year related experience; or
- An equivalent combination of education and experience.

Preferred Training and Experience Required to Perform Essential Job Functions

- Four years related experience and/or training; or
- 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.

Other Requirements – Certificates/Licensures

- 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.
- Public notary commission in the State of Wisconsin preferred.
- Must complete required training and maintain certification as a Passport Acceptance Agent through the U.S. Department of State.

Knowledge, Skills, Abilities

- Knowledge of administrative practices and procedures, including document preparation, recordkeeping, and general office operations.
- Knowledge of business English, spelling, grammar, and basic mathematical concepts.
- Knowledge of modern office equipment and software, including word processing, spreadsheets, databases, scanning, and presentation tools.
- Knowledge of federal, state, and local laws and regulations governing elections and voter registration.
- Knowledge of principles and practices of customer service, including assessing needs, responding professionally, and resolving issues effectively.
- Skill in organizing and prioritizing workload, developing action plans, and meeting deadlines.
- Skill in verifying information, reviewing documents for accuracy, and maintaining detailed records.
- Skill in interpreting data, calculating percentages, and presenting information in charts or graphs.
- Ability to follow written, oral, and diagram instructions and apply sound judgment in routine and non-routine situations.
- Ability to read and interpret laws, policies, safety rules, and procedural manuals.
- Ability to communicate clearly and professionally, both verbally and in writing, with individuals and groups.
- Ability to prepare routine reports, correspondence, and public-facing documents.
- Ability to maintain reliability, confidentiality, and professionalism while managing multiple tasks.
- Ability to work independently and as part of a team in a fast-paced, deadline-driven environment.

Supervision

- None.

Physical Demands. *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential duties and responsibilities.*

- Ability to sit for extended periods while performing computer-based and clerical tasks.
- Ability to use hands to finger, grasp, handle, or feel objects and operate standard office equipment.
- Ability to talk and hear in person and by telephone.
- Ability to occasionally stand, walk, stoop, or kneel when retrieving or organizing files, supplies, or election materials.
- Ability to occasionally lift, move, push, or pull up to 10 pounds, such as boxes of ballots, paper, or office supplies.
- Ability to see clearly at close range and at a distance.
- Ability to distinguish colors, adjust focus, and perceive depth when reviewing documents or materials.

Work Environment. *The work-environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential duties and responsibilities.*

- Work is primarily performed in a standard office setting with frequent use of computers and other office equipment.
- May occasionally work in off-site locations such as polling places, training sessions, or election supply storage areas.
- May be exposed to elevated noise levels or interruptions during public elections or high-traffic periods.
- Occasionally required to work extended hours, evenings, or weekends during election cycles or peak deadlines.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee Signature:

Date:

Supervisor/Manager Signature:

Date:
