

## Job Posting: Notice of Vacancy

It is the intention of the LaSalle County Clerk Office to fill one vacancy in the following job classification.

Job Classification: Election Judge Clerk  
Location: LaSalle County

Department: LaSalle County Clerk  
707 E Etna Rd.  
Ottawa, IL 61350

Regular Work Week: Monday through Friday

Hours of Work: Report to work 8:00am to 4:30pm Monday-Friday

Wage: \$11.75 per hour

Position is: Union

See Job Description for Duties, Minimum Qualifications and Physical Demands.

Interested persons should apply by completing the County application and returning it to:

LaSalle County Clerk  
707 E Etna Rd.  
Ottawa, IL 61350

Email applications welcome: [kdonahue@lasallecounty.org](mailto:kdonahue@lasallecounty.org)

# LaSalle County

## Job Description



**Job title:** Election Judge Clerk

**Work Location:** Governmental Complex

**Division/Department:** County Clerk's Office

**Reports to:** County Clerk

**Employment Classifications:**

Full-time    Part-time  
 Exempt    Nonexempt  
 Salaried    Hourly  
 Bargaining Unit

**Salary Grade:** \_\_\_\_

**Current Employee holding position is:**  
\_\_\_\_\_

**Essential Duties and Responsibilities:**

1. Responsible for mailing to precinct committeepersons and the chairman of the political parties the necessary information to begin the process of appointing election judges.
2. Calculates and maintains a file of the majority political party to determine the number of election judges of each party for each precinct.
3. Responsible for compiling lists of election judges to be presented to the County Board for approval and to the Circuit Court for judicial approval. Upon confirmation mails to the election judges their commission of appointment.
4. Responsible for contacting election judges by telephone and/or mail to keep election judge list current and to insure that all positions are filled for every precinct for each election.
5. Responsible for contacting High Schools with LaSalle County students to recruit students to work as election judges. Prepares applications, for students to complete as required by statute, in order to work as an election judge. Schedules precinct assignments for student judges and schedules training class. Notifies school and students where students will be working and date and time of training class.
6. Assists in setting up training sessions for election judges and supplemental election judges. Prepares mailing to all judges to notify them of the training session they are to attend.
7. Assists with the preparation for and attends the election judge training sessions. Maintains a file of judges that have attended training sessions and who have completed their test to determine pay.
8. Assigns election judge for each precinct to serve as the Supply Day judge. Maintains a file of same to determine pay and mileage.
9. Assigns election judges to perform duties for Nursing Home voting and maintain a file of the same to determine pay and mileage.
10. Responsible for the entering of payroll and mileage records of all election judges, County Clerk staff and party workers. Responsible for verifying payroll report with the Information Technology Department the County Auditor and the county payroll department. Upon verifying accuracy prepare payroll for mailing.
11. Assists with the preparation, sorting and distribution of supplies for Election Day.
12. Assists with the collection and return of election supplies on Election Day.
13. Responsible for the telephone problem calls from precincts on Election Day beginning at 5:30 A.M.
14. May assist with ballot tabulation on Election Night which may require duties at a Regional Site.
15. May be required to drive U-Hauls for election purposes, which includes pick up and return of vehicles.
16. Assists with the clean-up process Election Night and the day following the election.
17. Peruses newspapers for obituary notices, tax matters, election information and notices, anniversary and engagement notices and any other information of importance relating to the County Clerk's office.
18. Responsible as a main telephone person to assist the public with any inquires as it relates to the County Clerk's office.
19. Answers in office public inquiries as to Birth, Death and Marriage Certificates, Notaries, Assumed Names and all customer related information inquires.

Date Revised: 1/14/2019 Approvals: L. Bongartz

20. Assists the public in preparation of vital records applications, computes appropriate fees, and collects fees and issues receipts.
21. Issues Marriage Licenses, prepares documentation, computes appropriate fees, and collects fees and issues receipts.
22. Prepares Tax Redemption work sheets, collects tax payments and issues receipts.
23. Performs all County Clerk related and election related duties as required or assigned. This includes assisting with absentee ballots for mailing and in office voting.
24. Responsible for entry work for voter registration; adding new voters, change of address, re-instatements, inactivation of voters, mailing of voter I.D. cards, digitizing of signatures and labeling and filing of voter registration cards.
25. May require travel to perform assigned duties.
26. May require night, holiday and weekend hours.
27. Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual
28. Answers request for Birth Certificates and mails certified copies in response to said requests.

**Education and/or Work Experience Requirements:**

- High School Diploma required.
- Practical experience in a business office or municipal office setting, preferred.
- Must be capable of using specific business programs with appropriate training.
- Capable of working independently on multiple assigned tasks/projects and complete assignments within specified deadlines.
- Must be able to operate office equipment.
- Demonstrate good verbal and written communication skills.
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**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position requires sitting (5-8 hrs), standing/walking (1-3 hrs) and may experience occasional standing, walking, stooping, kneeling, reaching, lifting, and Repetitive motion - use of the wrists, hands and fingers.

**Defined Light Work** - May require exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Close visual acuity required to perform activity such as preparing and analyzing data and figures; viewing a computer terminal.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Most activities are performed indoors in an office setting. While performing the duties of this position, The employee is subject to both environmental conditions; activities occur inside and outside. While performing the duties of this position, the employee is subject to normal consistent temperatures on a regular basis; outdoor work may experience a change in temperature. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

**ACKNOWLEDGEMENT**

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

**Print Employee Name:**

**Employee signature:**

**Date:**

**Supervisor signature:**

**Date:**