



JOB DESCRIPTION

Department	Administration
Location	Village Hall, 9913 39th Avenue, Pleasant Prairie WI 53158
Job Title	Election Clerk
Classification	Hourly/Non-exempt
Pay Range	\$17.31/hr.

Job Summary

The Election Clerk is a non-exempt, seasonal/temporary position and primarily responsible for providing counter assistance during the preceding four weeks of each election. This position reports directly to the Village Clerk and regularly conducts confidential clerical, administrative and technical work pertaining to the administration of local, county, state and federal elections. This position will have a flexible schedule between 7:30 a.m. – 4:30 p.m. but will require extended morning and evening hours on election days.

Job Duties

- Provides excellent customer service and answers and responds to election related requests either by phone or at the counter.
- Assists with pre-election work to support the preparation of mail or in-person absentee voting, i.e., photocopying, posting flyers, stuffing, and labeling envelopes.
- Enter new or updated voter registrations applications in WisVote.
- Checks in voters during in person absentee voting (early voting) in WisVote, print labels, directs voters with voting procedures, and observes the voting process.
- Files absentee ballot by ward number and alphabetically by last, first name of voter.
- Assists with pre-election day setup and post-election tear down at polling locations.
- Assists in Central Count and/or polling location on Election Day, as assigned.
- Attends webinars and training sessions related to elections and applies knowledge of rules, regulations, and procedures related to elections and voting in Wisconsin.
- Establishes professional and effective working relationship with village staff and public.
- Maintains a high level of confidentiality in general and particularly as it relates to departmental information.
- Adheres to all Village and Department rules, regulations, policies, standard operating procedures and guidelines.
- Performs other duties and special assignments as directed within the scope of the Clerk's Office.

Physical Requirements

- Requires frequent public interaction and the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Frequent operation of a computer, phone, copier, and other office equipment.
- Occasional movement about the Village of Pleasant Prairie boundary, election sites, and office spaces.
- Work is primarily performed in an indoor office environment, but exposure to adverse outdoor conditions may occasionally occur during election day set ups.
- Occasionally lifts, moves, and sets up voting equipment and boxes that could weigh up to 15 lbs.

Requirements - educational, certifications and experience

- High school or GED equivalent.
- Office related experience including strong customer service.
- Obtains certification to access WisVote through the Wisconsin Election Commission within 1st week of employment.
- Familiarity with voting and election rules, regulations, and procedures in Wisconsin is a plus.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

Village of Pleasant Prairie is an Equal Opportunity Employer.

2024 Year-at-a-glance

January						
S	M	T	W	T	F	S
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February						
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August						
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December						
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