



# Board of County Commissioners Agenda Request

## 4B

Agenda Item #

**Requested Meeting Date:** October, 11, 2022

**Title of Item:** Approve Job Desc: Election Support Specialist/Account Tech, Auditor's Office

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Bobbie Danielson		<b>Department:</b> HR Dept.
<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director		<b>Estimated Time Needed:</b> 2 Minutes
<b>Summary of Issue:</b> <p>Account Technician Sally Huhta is retiring after 15+ years of service in the Auditor's Office. Her last day will be October 14, 2022.</p> <p>The Account Technician (Grade 5) job description has been reviewed and updated. The duties of this position have been adjusted to be focused on Election Administration and Licensing. Maintaining our voter registration records and our required election administration duties have grown significantly the last few years, according to CFO Kathleen Ryan. The State has implemented increased security with regards to voter registration. This requires more intense review of each voter registration to make sure that the person registering is not committing fraud. Each year there are requirements for the County to complete with election processes. Some of these include communication with the municipalities within the county. This position will be taking on a bigger role with regards to this communication and verifying that municipalities are completing their requirements. This position will also take on a bigger role with regards to ordering election materials.</p> <p>An updated job description is attached. The consultant recommends Grade 5 for this position (no change). The transition plan previously reviewed by the Personnel Committee (when the CFO position was added) included refilling this position full-time.</p> <p>Kirk Peysar and/or Kathleen Ryan will be present to answer any questions the Board may have.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b> (Special note: Since election activities are well underway, we posted this position internally, per the Afsome Courthouse Unit Agreement, on 10/3/2022 to expedite the recruitment process. However, no offers will be made until Board consideration and approval is received on October 11, 2022.)		
<b>Recommended Action/Motion:</b> Motion to approve the Election Support Specialist/Account Tech job description (Grade 5) and authorize filling this full-time position.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> This position is included in the 2022-2023 budget.		

Legally binding agreements must have County Attorney approval prior to submission.



# Gallagher

Insurance | Risk Management | Consulting

## **Account Technician**

This position is currently rated B23. *Grades*

This position is responsible for providing election, licensing, and accounting support. Responsibilities include processing voter registration and resolving application issues; maintaining voter records; preparing and issuing licenses such as Liquor and Fireworks licenses; and providing receipting and payment support.

Overall, the responsibilities of the position have not changed, however, election duties have become more involved over time.

We have examined the essential duties and have classified the position using the Decision Band Method®. The job evaluation shows the following:

- Highest Banded Task: B2
- Number of Highest Banded Tasks: 3/6 major responsibility areas
- Percent of Time on High Banded Tasks: N/A
- Degree of Difficulty/Diversity: Moderate

The position performs tasks that require "operational" decision making such as: resolving voter application issues; issuing licenses; and processing receipts and disbursements. Overall, decisions made at this level pertain to how to carry out the operations of the process specified by Band C decisions.

The position receives a sub-grade of three (3), because of the moderate complexity and diversity of B2 tasks in relation to similarly banded and graded positions. Thus, the correct evaluation of this position is B23. *Grade 5*



## **ELECTION SUPPORT SPECIALIST/ACCOUNT TECHNICIAN**

**Department** Auditor's Office  
**Grade** Grade 5  
**Reports to** CFO  
**FLSA Status** Non-exempt  
**Union Status** AFSCME Courthouse

*New*

### **Final Appointing Authority**

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

### **Job Summary**

Responsible to perform a wide variety of duties and activities related to the administration of elections, issue and monitor multiple types of County issued licenses, and perform general accounting duties and other tasks, as they relate to the objectives and procedures of the County Auditor's Office.

### **Supervision Received**

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

### **Supervision Exercised**

No formal supervisory authority, although provides guidance to election judges and election workers.

### **Essential Functions**

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

#### **1. Election Administration:**

- a. Analyze, evaluate, and process voter registration applications/documents and resolve issues with incomplete or improper applications
- b. Maintain accuracy and integrity of the Statewide Voter Registration System
- c. Maintain, manage, and monitor the election judge training records within the Statewide Voter Registration System
- d. Assist with planning and implementation of programs used to implement the redistricting process. Manage and update the Statewide Voter Registration System with information resulting from annexations and redistricting
- e. Update the Statewide Voter Registration System after each election with voter history and new registration information



## ***Position Description***

- f. Oversee and manage the absentee voting process and analyze, evaluate, and process absentee voting applications and resolve detected omissions
  - g. Oversee, manage, and coordinate with local government officials and healthcare providers regarding the administration of the healthcare facility outreach voting process
  - h. Plan and coordinate pre-election meetings with cities, townships, and school districts
2. County Licenses and Permits:
- a. Prepares and issues all necessary paperwork for issuing a variety of County licenses and permits, including but not limited:
    - i. Multiple types of Liquor/Alcohol/Beer
    - ii. Auctioneer
    - iii. Dangerous Dog
    - iv. Assembly
    - v. Fireworks
    - vi. Tobacco
    - vii. Waste haulers licenses
  - b. Coordinates with MDH regarding Food Licensing
3. Assists and provides backup to Deputy County Auditor/Accountant, by performing receipting and payment duties
4. Acts as receptionist. Assists or directs persons to the appropriate staff member and/or takes messages.
5. Interprets, follows, and explains MN Statute, MN Rules, County Ordinances and Policies so that laws and regulations are understood by employees and the public.
6. Maintains detailed records and files as necessary.
7. Attends training and meetings as needed.
- Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

- Bachelor's degree in Public Administration, Accounting, or related field
- Experience with elections support in a county or state office
- Years of experience may be substituted for the bachelor's degree
- Ability to maintain County Election Administrator's Certificate. Training to obtain this Certificate is provided by the Minnesota Secretary of State's office.
- Driver's License valid in the State of Minnesota

Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

### **Knowledge, Skills, and Abilities Required**

Knowledge of:

1. County and departmental policies, procedures, and practices.



## ***Position Description***

2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
3. Accounting terminology and practices.
4. Principles of governmental accounting.
5. Business math.
6. Spreadsheets and database software and the automated accounting system used.
7. General record keeping and filing systems.
8. Techniques used in locating errors.
9. Document retention procedures.
10. Office terminology, procedures, and equipment.
11. Basic knowledge of state and federal laws, rules, and regulations concerning audit, payroll, and benefit issues, including but not limited to the Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA), PERA, Workers' Compensation, COBRA, and the MN Government Data Practices Act.

### **Skill in:**

1. Communication and interpersonal skills as applied to interaction with supervisors, staff, and the general public sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 30 net words per minute without errors.
3. Organizing and prioritizing work.
4. Reading, writing, and speaking English proficiently.
5. 10-key skills sufficient to accurately operate a numerical keyboard.

### **Ability to:**

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat others with respect, honesty, and consideration.
2. Maintain confidentiality.
3. Analyze, plan, organize and perform detailed bookkeeping procedures rapidly and accurately.
4. Analyze financial records and reports, locate errors, and provide solutions.
5. Exercise independent judgment, initiative, and discretion in developing work methods and operating procedures in order to implement departmental activities and policies.
6. Understand and carry out detailed written and oral instructions.
7. Reconcile and/or balance financial transactions and accounts.
8. Perform basic arithmetical computations (addition, subtraction, multiplication, and division).
9. Compare data from a variety of sources for accuracy and completeness.
10. Interpret accounting records and documents and prepare information in summary form.
11. Work under pressure and willingness to accept responsibility for meeting deadlines.
12. Maintain effective working relationships with supervisors, co-workers, and the public.
13. Perform detailed work with speed and accuracy.

### **Language Skills**

Intermediate Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.



## ***Position Description***

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Skills**

Intermediate Skills – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should be proficient at using the following software:

Statewide Voter Registration System (SVRS), County Financial System (IFS), County Payroll Software, E-time, Microsoft Word, Excel, Outlook, and other job-related software.

### **Ability to Travel**

Occasional travel required for training or errands in and out of Aitkin County.

### **Competencies**

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, leadership, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, and innovation.

### **Work Environment**

The noise level in the work environment is usually quiet to moderate.

### **Equipment and Tools**

Computer, copier, scanner, fax, telephone, printer, 10-key calculator, shredder, emergency weather-alert radio, and other job-related equipment.

County-owned vehicle.

### **Physical Activities/Requirements**

Stooping, kneeling, crouching, reaching, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Semi-annually election duties arise that involve more physical types of labor involving lifting and/or carrying boxes of election materials and voting machines weighing up to 50 pounds.



## ***Position Description***

While performing the duties of this job, the employee performs light work, exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Working safely is a condition of employment. Aitkin County is a drug-free workplace.

### **Disclaimer**

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

### **Reasonable Accommodation Notice**

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, 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.

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***Our Vision:*** *We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.*

***Our Mission:*** *Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.*

***Our Core Values:*** *Collaboration, Innovation, Integrity, People-Focused, Professionalism*



**Position Description**

**ACCOUNT TECHNICIAN**

OLD

**Department** Auditor's Office  
**Grade** Grade 5  
**Reports to** Financial Assistant  
**FLSA Status** Non-exempt  
**Union Status** AFSCME Courthouse

**Final Appointing Authority**

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

**Job Summary**

To perform general accounting duties and other tasks, as they relate to the objectives and procedures of the County Auditor's Office.

**Supervision Received**

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

**Supervision Exercised**

No formal supervisory authority, although provides guidance to election judges and election workers.

**Essential Functions**

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Prepares and processes receipts and disbursements accurately, according to departmental budgets using generally accepted accounting principles, and assists in preparing and processing claims, Auditor, Commissioner and Manual warrants.
2. Assists with elections, training, registration, voting, reporting, recounts, and other election-related duties. Assists with voter registration by entering names from voter applications onto the Statewide Voter Registration System. Maintains voter registration card file. Processes and completes all reports received from the Department of Health, Driver Vehicle Services, National Change of Address, etc. Document, processes and records all Absentee, Mail, and UOCAVA ballots. Posts voting history for each voter for all elections. Prepares required materials, tests equipment and assists with election training sessions. Prepares and issues all necessary paperwork for issuing a variety of County licenses and permits, including but not limited to multiple kinds of beer and liquor licenses and wastehaulers licenses, etc.



## ***Position Description***

3. Assists and provides backup to Deputy County Auditor/Payroll Technician, by performing various limited payroll functions.
  4. Acts as receptionist. Assists or directs persons to the appropriate staff member and/or takes messages.
  5. Enters delinquent taxes in judgment book.
  6. Interprets and explains policy regulations and procedures so that laws and regulations are understood by answering questions and inquiries posted by employees and the general public.
  7. Maintains detailed records and files as necessary.
  8. Attends training and meetings as needed.
- Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Accounting Diploma, or an equivalent combination of two or more years experience in bookkeeping, accounts payable, or accounts receivable. Must have the ability to focus and work productively with continual interruptions. Must possess excellent computer and customer service skills, multitask well due to numerous phone and counter interruptions, and deal with difficult situations or customers. Also, desirable to have experience with electronic voting systems.

Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

Valid MN's driver's license required.

### **Knowledge, Skills, and Abilities Required**

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
3. Accounting terminology and practices.
4. Principles of governmental accounting.
5. Business math.
6. Spreadsheets and database software and the automated accounting system used.
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### **Equipment and Tools**

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05/13/2014

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