



**CITY OF HANOVER  
EMPLOYMENT POSITION DESCRIPTION**

**SEASONAL ELECTION ASSISTANT**

**GENERAL DEFINITION OF WORK:**

*FLSA Status: Non-Exempt, Not Benefits Eligible*

Performs election administration tasks by assisting the City Clerk and Deputy City Clerk. This position is seasonal and duties will be performed during the absentee voting period and Election Day. Hours worked will typically follow City Hall hours but may include some evening or weekend hours. Skills used include general computer/software use and customer service. Work is performed under general supervision.

**ESSENTIAL FUNCTIONAL/TYPICAL TASKS:**

**Review absentee ballot applications and issue ballots to voters; assist with general election administration including equipment testing, material preparation and election day administration.**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Answer election related inquiries
- Issue absentee ballots
- Assist with voter registration materials
- Assist with preparation of election equipment
- Assist with preparation of election day materials
- Provide general assistance to election judges on election day
- May perform other general office work if time permits
- Operates various office machines and telephone equipment as required.
- Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of standard office practices and procedures; ability to speak clearly; ability to understand and respond to written and oral communications; ability to handle transactions with the public requiring effective accountability and accurate controls; ability to operate computer and keyboard accurately and at a reasonable rate of speed; ability to solve problems within scope of responsibility; ability to establish and maintain effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

High School Diploma or equivalent with experience in an office setting.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, kneeling, crouching, reaching, standing, fingering, grasping, and

repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for peripheral vision, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

Possession of a valid Minnesota driver's license. Availability to work outside of typical office hours. Work may include one Saturday per Election (Presidential Primary, Primary, General).