



City of Osseo

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 **F** 763.425.1111

Elections Assistant

Supervisor's Title:	City Clerk
Pay:	\$15 per hour
Work Status:	Temporary Part Time

General Definition of Work:

Performs a wide range of tasks related to elections such as assisting residents with absentee voting, issuing absentee ballots, preparing equipment and materials for election day voting, and other duties as assigned. Work is performed under the supervision of the City Clerk.

Minimum Requirements:

Applicants for this position must have a high school diploma or equivalent, be able to read, write, and speak English, be a U.S. Citizen and be eligible to vote. Ability to use a computer, and other technology comfortably including the ability to type and use various software programs including Microsoft (e.g. Outlook, Word, Excel). Election Judge experience preferred, but not required. Must meet the requirements to be an Election Judge; training is required and will be provided.

Essential Functions:

- Assists with absentee voting; assists with absentee ballot board if needed.
- Assists with equipment testing and prepping election day materials.
- May assist with Public Accuracy Test or Healthcare Facility Voting if needed.
- Performs other related duties as assigned.

Special Requirements:

- Ability to follow directions completely and accurately.
- Ability to execute assignments thoroughly to ensure the integrity of the election process.
- Ability to remain nonpartisan and provide nonpartisan, impartial and excellent customer service.

Physical Requirements:

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires walking, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires standing, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at typical spoken word levels; work requires preparing and analyzing written or computer data, use of measuring devices, operating machines, and observing general surroundings and activities. Reasonable accommodations that would allow qualified applicants to perform the essential functions of this position will be provided.

Environmental Conditions:

This work is generally in a moderately noisy location (e.g. business office, light traffic).
