



MORRISON COUNTY

JOB DESCRIPTION

Job Title:	Administrative Specialist/Election Administrator
Department:	Auditor/Treasurer's Office
Classification:	Grade 7
Reports to:	County Auditor Treasurer
Supervises:	N/A
Normal business hours:	Monday – Friday, 8:00 AM – 4:30 PM
Telecommute:	Not available
Union:	No
FTE Status:	1.0 Full Time Equivalent
Last Reviewed:	08/2024

Nature of Work:

This position maintains and oversees the accounts payable and receivables in the County's Integrated Financial System by working closely with all departments of the County and other local government & agencies to ensure accuracies by following correct policies, procedures & Statutes. Administers the Tax forfeiture process for Morrison County by following State Statues to ensure proper handling of property that is lost due to non-payment of property taxes; administers all aspects of Elections for Morrison County.

Communicates with:

Internally – All AT staff.

Externally – State/county/city entities and public.

Supervision:

No

Telecommute:

Not available

Essential Work Functions:

- Coordinates the training of all Election Judges for all precincts in the County.
- Administers the Election Setup including ballot preparation, proofing and testing of all programming to ensure accuracy.
- Coordinates the testing of HAVA Equipment, Ballot counting equipment, Central Count Equipment and Poll Pads for ensure all equipment is accurate working.
- Schedules part-time election staff and assigns duties for other staff.
- Compiles the candidate filings for County, Schools, Cities offices to be on the ballots.
- Coordinates the Mail Ballot process for precincts that vote entirely by mail.
- Coordinates the Absentee ballot process & ensures all staff are accurately trained.
- Coordinates any recount or petition process.
- Maintains and modifies all voter registration in the State's database.
- Responsible for ordering supplies, ballots AB, Mail & open precincts.
- Provides instruction for Elections Day Activities including, equipment set-up & take down, forms completion, and for all supplies to be used at each Polling Place on Election Day and distribute to correct precincts to ensure all precincts able to complete the entire Election Day process without issue.
- Reports election results to Secretary of State.
- Compiles accurate data information on abstracts for use at the County & State Canvassing Boards.
- Research & reports any potential voter fraud to the proper authorities.

- Analyzes payments from all departments for compliance with County Policy & process in a timely manner in the correct payment procedure.
- Analyzes all county's revenues to determine correct fund/department coding and process receipts into the County Financial System (IFSpI).
- Monitors all direct payments into the county's bank account including all revenues from the State of MN and other vendors.
- Reconciles monthly fund totals for receipts & disbursements.
- Generates 1099s to meet IRS requirements.
- Assists Financial Manager in preparing various schedules necessary for financial statement preparation and State Audit.
- Preparation and filing of Federal Excise Tax Refund Form 8849.
- Compiles the annual report of Outstanding Indebtedness for all local units of governments (Cities, townships, schools, special districts).
- Provides public information on the tax system and property tax requirements in-person, on the phone and by written correspondence.
- Processes all credit card tax payments & assists with mail & in person payments.
- Processes warning letters when behind on taxes & annual payment plan billings.
- Determines which parcels to forfeit per State Statutes.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires two years of formal training in a tech or an associate degree.
- Three (3) years of experience required.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Understanding of the organization's goals and objectives.
- Strong interpersonal skills.
- Good written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Ability to work overtime on occasion to support tax collections and elections.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodation may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50% - 74%	75% or more
Office environment				X
Sitting, standing			X	
Walking, reaching, pulling		X		

Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Moderate (Up to 60 pounds of force)		X		
Challenging or threatening behaviors		X		
Work with high detail/deadlines				X

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____