



# Brown County Human Resources

25 Market Street

Aberdeen, SD 57401

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[www.brown.sd.us](http://www.brown.sd.us)

**Classification:** Election Clerical Worker

**Wage:** \$15.00/hour

**Department:** Auditor

**Reports to:** Auditor

**FLSA:** Non-Exempt

## **JOB DESCRIPTION**

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### **Summary/Objective:**

Clerical worker assisting with absentee voting. Must be detail orientated.

### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Customer Service
- prepping the mail
- alphabetizing
- organizing
- checking in, in-person absentee voters

### **Competencies:**

- Teamwork Orientation.
- Communication Proficiency.
- Technical Capacity.
- Detail-oriented.

### **Supervisory Responsibility:**

- This position has no supervisory responsibilities.

### **Work Environment:**

- The position is exposed to a physically challenging environment which may include prolonged sitting.

**Physical Demands:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Reaching: extending hand(s) and arm(s) in any direction.
- Dexterity: picking, pinching, typing, or otherwise working primarily with fingers rather than the whole hand or arm as in handling.
- Grasping: applying pressure to an object with the fingers and palm.
- Talking: expressing or exchanging ideas by means of the spoken word.
- Hearing: perceiving the nature of sounds without a major correction.
- Repetitive motions: substantial movements (motions) of the wrists, hands, and/or fingers; bend, balance, climb, pivot, stoop, lift, stand, kneel, or squat.
- Vision: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Light Work: Regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; occasionally lift and/or move up to 50 pounds.
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**Position Type / Expected Hours of Work:**

- Temporary April 25 - November 8; Hours: Monday – Friday, 8:00 am to 5:00 pm

**Travel:**

- No travel for this position.

**Education and Experience:**

- High School diploma/GED
- Required to be a registered voter in Brown County

**Other Duties:**

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Apply by:**

Submit cover letter and resume or Brown County application to:

- Brown County Auditor  
25 Market St.  
Aberdeen, SD 57401

or

- Email: [Cathy.McNickle@browncounty.sd.gov](mailto:Cathy.McNickle@browncounty.sd.gov)