

OFFICE OF THE COOK COUNTY CLERK

Human Resources

118 N. Clark Street, Room 230
Chicago, Illinois 60602
(312) 603-5656



STANDARD JOB DESCRIPTION

Deputy Clerk of Elections

Job Code: 7715

Job Title: Deputy Clerk of Elections

Salary Grade: 24

Position I.D. No.: 0035920

Status: Shakman Exempt

Division: Elections

Job Summary

The Deputy Clerk of Elections reports directly to the Chief Deputy Clerk. The Deputy Clerk of Elections is responsible for the preparation and conduct of all elections held throughout Cook County. The Deputy Clerk of Elections performs complex technical, supervisory and administrative work directing the registration, voting and election activities for Cook County. This position exercises supervision over the Assistant Deputy Clerk of Elections, Director of Elections Operations Center, and precinct election officials. During election periods, this position will supervise arrangements for setting up voting stations in the precincts, supervise the preparation of voting lists by precincts, post and publish notices in accordance with regulations, supervise the printing of election ballots according to instructions of the State Board of Elections and supervise arrangements for adequate facilities and equipment at polling places. The Deputy Clerk of Election supervises budget activities and may maintain direct involvement in conflict/ complaint resolution, staffing and personnel issues and serves as the principle contact for disseminating information to the news media, political parties, candidates and general public. The Deputy Clerk of Elections along with the Assistant Deputy Clerk of Elections assist in management of the Elections Division.

The Deputy Clerk of Elections maintains strict confidentiality on behalf of the Clerk. This position will have access to confidential and sensitive information and will participate in “Confidential” meetings, communications and “Policymaking” related items, the position shall be selected by the Clerk of Cook County, or her or his designee.

Essential Job Duties

- Process, evaluate, and report election results.
- Prepare and conduct all primary, general, and special elections held in Cook County.
- Plans, develops, implements, coordinates, and directs the activities of the Elections Division, including registration, candidate filings, all forms of voting, ballot programing and testing, and voter outreach efforts.
- Draft the Election division’s long-term and short-term strategic goals.
- Prepare reports related to operation of the Elections Division.
- Work with voters, political parties, candidates, political jurisdictions, media, county departments and other entities.
- Make recommendations to the Clerk regarding strategic goals, initiatives, and innovative best practices.
- Establish and implement divisional policies and procedures.

- Develops and presents to the Clerk of the District Court a proposed budget.
- Monitor and analyze approved budget and budgetary expenditures, accounts receivable and payable with regular updates to the Clerk.
- Answers public inquiries according to established departmental policy and Illinois law governing elections.
- Attends regular Executive Staff meetings.
- Responsible for enforcing the CCCO's policies as set forth in the Policy Manual.

Minimum Qualifications

- Bachelor's Degree in management, government, public administration or related field from an accredited college or university.
- Five (5) years of full-time paid work experience managing and supervising a team, including direct supervision of employees.
- Two (2) years of full-time paid work experience in elections administration or other related industry experience, working in the capacity as a project manager responsible for critical projects.

Preferred Qualifications

- Master's Degree, or other post-graduate degree in management, government, public administration or related field from accredited college or university.
- Seven (7) years of full-time paid work experience managing and supervising a team, including direct supervision of employees.
- Five (5) years of full-time paid work experience in elections administration or other related industry experience, working in the capacity as a project manager responsible for critical projects.

Knowledge, Skills and Abilities

- Knowledge of government policies, practices and procedures typically gained by successful, progressive, and responsible experience in local, state, or federal government and supervisory/management experience.
- Knowledge of and experience in management and the utilization of supervision principles, concepts and techniques.
- Knowledge of Cook County budgeting process.
- Knowledge of policy formulation, implementation, and evaluation.
- Strong leadership skills including negotiation, communication both within and outside of the division, change management and process reengineering.
- Ability to organize and direct the activities of the County Clerk Elections Division.
- Ability to establish and implement effective policies and procedures.
- Ability to make formal presentations and present information clearly and concisely verbally and in writing.
- Ability to interpret laws, regulations, policies, procedures, and plans, and to make appropriate decisions accordingly.
- Ability to exercise tact and courtesy.
- Ability to work under pressure and adapt to rapidly changing circumstances.
- Ability to learn specialized elections computer systems.
- Ability to establish and maintain effective working relationships with county, city, state, federal, non-profit, private, and other related officials.

Physical Requirements

- Ability to stand, sit, and kneel for long periods of time.
- Use of hands and arms is necessary to reach or use various tools or objects.
- Use of standard office equipment.
- Ability to communicate written and verbally with others.

Any offer of employment will be contingent on the applicant passing a drug screening test, background check and any required pre-employment testing. New employees must establish residency in Cook County within six (6) months from their date of hire or face summary discharge.

The duties list is not set forth for the purpose of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside of an employee's normal line of work.