

## Job Postings

**Opening Date:** Monday April 17, 2017

**Closing Date:** Thursday April 27, 2017

**Positions:** Sr. Clerk-Mapping/GIS/Polling Places/IT- 1 Democrat and 1 Republican

**Salary Range:** \$36,192 - \$57,907

### **DEFINITION:**

An employee in this job class is responsible for performing skilled technical drafting and graphics work. Work is performed under the direction of an Assistant Director. Work involves performing mapping of polling place locations, districts and precinct boundary lines and redistricting. Work includes assisting with duties of polling place and the IT departments. Work is reviewed for accuracy, completeness and for conformance to established guidelines, practices and procedures and results achieved.

### **EXAMPLES OF DUTIES:**

- Locates and updates mapping records, district maps and related documents as a result of redistricting, annexations, incorporations, and new construction using GIS-Arcmap
- Maintain MCVR Street Address files and District files
- Researches locator maps, real estate files and related documents to confirm addresses, voter residences, voters' registration and streets within a political area
- Provides information to inquiries concerning polling place locations, voter eligibility, precinct changes, political, ward and district changes
- Researches and interprets locator maps, files, deeds, county ordinances and related documents to determine boundary changes, taxation districts, and related changes in the preparation of plans, maps and related assignments
- Prepares County and Municipal base maps for petitions, annexations, incorporations, and consolidations
- Prepares finished maps to illustrate voter districts and boundaries, municipalities, and related political information using GIS-Arcmap
- Uses GIS-Arcmap for creating and maintaining Precinct and District maps
- Keeps records and prepares related correspondence and reports
- Resolves problems involving legal descriptions and district boundaries on maps
- Explains and answers questions from the general public concerning information drawn or illustrated
- Prepares finished maps purchased by candidates and or members of general public using GIS-Arcmap
- Create Tech, Captain/Super Captain, Deputy/Roving Deputy areas and provide maps for each Election
- Maintain routes and maps for Polling Place Delivery Drivers
- Assists with maintaining polling place data and generating election reports in election management system.
- Works with department to prepare all election publications.
- Assists the IT Department in assorted tasks as assigned.
- Performs other related work as required or assigned including in the Polling Place and IT departments

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge of departmental, administrative, and technical policies and procedures
- Knowledge of cartographic and geographic principles and symbols, and of property records management
- Skill in operating a personal computer using Microsoft Word and Excel.
- Considerable skill in understanding and interpreting legal descriptions, real estate records, maps, engineering plats, survey plans and related information
- Skill and use of GIS-Arcmap software to maintain Precinct and District maps
- Ability to express ideas clearly and concisely orally and in writing
- Skill in GIS, cartography, IT-related activities, database management with tables, queries, and views
- Attention to detail and ability to multitask is essential and must be able to work with minimal supervision
- Ability to establish effective working relationships with the general public and administrative supervisors and co-workers

### **TRAINING AND EXPERIENCE:**

Graduation from an accredited college or university with a Bachelor's Degree in Business, Engineering, or IT related fields. Preferable to have some training or courses in GIS-Arcmap software and technology, three years of related drafting or cartographic experience; or any equivalent combination of training and experience.

**Applications must be submitted to the appropriate director by 4:30 p.m. of closing date.**

The personnel policy of the St. Louis County Election Board prohibits any discrimination in hiring/promoting based on race, color, religion, sex, national origin, age, disability/handicap, sexual orientation, marital status or veteran's status.