

Starke County Clerk's Office

53 E. Washington St. Knox, IN 46534

Phone 574-772-9128

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Election Clerk

Job Description¹

Salary: Starting at \$19.54

Date: June 29, 2026

Qualifications:

1. Excellent Customer Service skills a must
2. Able to be bondable
3. Computer experience
4. Telephone adequate

Essential Functions:

1. Knowledge, Skill and Abilities
 - a. Greeting the public
 - b. Communication abilities
 - c. Abilities to learn new computer programs
 - d. Able to maintain confidentiality
 - e. Able to work alone and with others
 - f. Ability to multitask efficiently
2. Physical Requirements:
 - a. Able to sit and or stand for prolonged periods
 - b. Able to manually move, lift, carry, pull, or push heavy items
 - c. Able to stoop, kneel, bend and reach
 - d. Require regular attendance and or physical presence at the job
 - e. Able to climb stairs

General Responsibilities:

1. Greeting the Public with supreme customer service skills
2. Meeting deadlines set forth with IC Codes
3. Maintain voter registration both digitally and in hard copy
4. Prepare / accept filings from candidates
5. Prepare materials needed for ABS voting, early voting, and Election Day.
6. Work as call support for Supervisors on Election Day.
7. Ability to research answers posted by questions from the public and candidates
8. Work with ABS board during Early Voting

9. Maintain proper hygiene, sanitary and safety practices as regulated by state and local government.
10. Be the primary scanner and indexer for the Clerk's office
 - a. Scan items into Fidlar using the APEX software
 - b. Index items with Condor that are scanned into APEX
11. Properly box and label with the records retention policy any items that are to be stored.

**AND ANY TASK OR DUTIES THAT THE CLERK
DEEMS NECESSARY**