

ELECTIONS CLERK - 1251

General Definition of Work:

Performs responsible administrative support work assisting with voter registration, one-stop voting and elections. Work is performed under regular supervision.

Essential Functions/Typical Tasks:

Registering voters; assisting with early voting, maintenance and troubleshooting of elections equipment and software, clerical duties, and support in the elections office and on Election Day; preparing and maintaining voter records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Prepares, maintains, updates, and verifies accuracy of voter registration records.
- Answers incoming calls, assists walk-in customers, and responds to voter inquiries.
- Works with staff and precinct officials in setting-up, preparing, and operating computers during one-stop voting and Election Day voting.
- Assists with testing, calibrating, and maintaining voting equipment and maintaining records and logs.
- Assists with handling routine user problems related to hardware and software, refers more complex problems to Elections Technician or ITS vendors.
- Assists in processing absentee ballot requests.
- Records and maintains voter registration statistics; submits related reports.
- Assists in preparing booths for elections ensuring booths are functioning properly; repairing machine malfunctions; and maintaining inventory of spare parts.
- Prepare and distribute election equipment and supplies for each precinct.
- Prepare schedule for delivery and pickup of equipment for each precinct.
- Prepares supplies for precincts, including ballots and registered voters list.
- Assists in the recruitment of poll workers.
- Assists in preparing training seminar notifications.
- Enters precinct workers payroll information into computer.
- Assists in the preparation of newsletters and public information brochures.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

General knowledge of standard office procedures, practices and equipment; of federal, state, and municipal voter registration laws and regulations; of voting procedures; and of maintenance and protection of voting registration lists and records. Ability to type accurately at a reasonable rate of speed; to follow oral and written directions; to communicate effectively orally and in writing; to establish and maintain effective working relationships with associates and the general public; and to attend work regularly.

Education and Experience:

Requires graduation from high school and some clerical or public contact experience. An equivalent combination of education and experience may be considered. Prefer experience in the operation of computer equipment and Microsoft Word, Excel, and Access.

Physical Requirements:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; seasonal periods require the exertion of 50 pounds of force frequently; work requires stooping, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, assembly or fabrication of parts at or within arms length, operation of machines; determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

None.

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