



## **Elections Administrative Assistant (Part-Time)**

BOE/2

Board of Elections

### **JOB SUMMARY**

This position is responsible for providing clerical and customer support for department operations.

### **MAJOR DUTIES**

- Answers telephone and greet visitors; provides information and assistance; refers to appropriate personnel.
- Processes electronic voter registrations and changes.
- Enters voter registration changes.
- Maintains paper and electronic files for active and inactive voters.
- Receives and reviews poll worker applications; inputs and updates poll worker data; assists in training poll workers; prints and distributes certificates.
- Processes early and absentee voter applications and ballots; prepares required documentation.
- Resolves voter registration issues.
- Processes incoming and outgoing mail.
- Creates and issues temporary voter identification cards for eligible voters.
- Maintains inventory of department supplies and equipment.
- Ensures polling places are properly stocked.
- Performs related duties.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of customer service principles and practices.
- Knowledge of computers and job-related software programs.

- Knowledge of modern office practices and procedures.
- Knowledge of basic bookkeeping principles.
- Knowledge of records management principles.
- Skill in the provision of customer services.
- Skill in the preparation of reports.
- Skill in the use of office equipment.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The Supervisor of Elections assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines include federal election laws, state election laws, State Elections Board rules, court rulings, state and federal attorneys general rulings, and guidelines from the US Department of Justice. These guidelines are generally clear and specific, but may require some interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical and customer service duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide clerical and customer service support for the operations of the department. Successful performance contributes to the efficiency and effectiveness of those operations.

## CONTACTS

- Contacts are typically with co-workers, other county employees, elected and appointed officials, vendors, candidates, and the general public.
- Contacts are typically to give or exchange information and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/ internship or having had a similar position for one to two years.