

DEPUTY DIRECTOR OF ELECTIONS BOARD OF ELECTIONS

GENERAL STATEMENT OF JOB

Under general supervision, performs specialized clerical work registering voters, maintaining voter registration records, and assisting in conducting elections in accordance with State and County laws. Work involves typing, filing, and record keeping with frequent public contact. Work requires data entry abilities in the use of computer-driven word processing, spreadsheet and file maintenance programs. Employee must exercise some independent judgment and interpret routine policies and regulations based on training knowledge gained through experience on the job. Employee must also exercise considerable tact and courtesy in frequent contact with candidates, political party representatives and the general public. Reports to the Director of Elections.

ESSENTIAL JOB FUNCTIONS

1. Assists in the operation of the office of the Board of Elections; registers and transfers the registration of County citizens. Enters all new information from voter applications in the computer and print voter cards to be mailed to voter.
2. Assists in public relations for the Board in person and via the telephone, providing information pertaining to voter registration, elections and election returns, as appropriate.
3. Assists in training precinct officials for conducting elections; assists in the training of all special registration commissioners for registering voters.
4. Assists in performing administrative duties related to the permanent registration system such as maintaining an up-to-date condition of the registration books; adds all new registrations, makes transfers, party changes, and removes names of deceased persons, persons who no longer reside in the County and the removal of felons provided by the State records.
5. Types and issues absentee ballot applications to requested parties; and assists in the selling of precinct lists of registered voters, printing of labels, running disks of county registrations and collecting associated fees.
6. Receives candidates' registration for County offices designated by the State Board of Elections; informs candidates of the laws concerning their candidacy; interprets and explains policies, laws, rules, regulations, and procedures pertaining to various aspects of elections to candidates, political party representatives, elected officials, and the general public, as requested.
7. Receives all mail including absentee ballots for elections. Absentee mail requesting ballots involves processing of the ballot, paperwork required with absentee ballots, addressing the envelope to the voter and entering all information in the absentee poll book and computer.

8. Type correspondence for the Director as requested and may be asked to take minutes from the Board to be typed.
9. Help with all material for precincts such as paperwork and materials used at the precincts on the day of the election.
10. Prepares abstracts for election returns and other paperwork that State requires for election night returns.
11. Must help with election night return from the precincts on the night of the election.
12. Must help with preparation of all material for canvas day following the election.
13. Assists in request from public to talk with students, job personnel and special interest groups on the election process.
14. Must get a notary to help with filing of candidates and notarizing campaign reports.
15. Must be able to travel to State Board training for certification of the election process.
16. Must be able to work overtime before and during the elections due to the early voting required by the State.
17. Must assist in keeping the street file index current and up-to-date.
18. Must be able to read maps to determine where a person lives and which precinct that person is in.
19. Must be able to file when needed.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and some clerical experience, preferably in a Board of Elections office: or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

Has thorough knowledge of Federal, State and County laws and procedures pertaining to elections and the maintenance of registration records. Has considerable knowledge of office practices, procedures equipment, and standard clerical techniques. Has general knowledge of operation and minor maintenance of popular voting equipment. Is skilled in the operation of computer-driven word processing, spreadsheet and file maintenance programs. Is able to communicate effectively in person and by telephone. Is able to plan, organize and review work, workflow and procedures. Is able to answer inquiries independently and coordinate a variety of resources in acquiring information. Is able to exercise considerable tact and courtesy in frequent public contact. Is able to establish and maintain effective working relationships as necessitated by work assignments.