

CLASS SPECIFICATION



CLASS: Elections Clerk I/II
ALLOCATION: Clerk-Recorder's Office
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: March 2007
REVISED: August 2015

JOB SUMMARY:

Assist in conducting elections; process voter registration; maintain voter registration database; review and accept election fillings; coordinate poll workers and polling facilities; proof printed, audio and electronic election materials; track, prepare and test electronic voting equipment; and perform other duties as assigned.

Elections Clerk I:

Initially under close supervision, incumbents learn state and federal laws, rules and regulations related to conducting elections as well as County policies and procedures. As experience is gained, assignments become more complex and are performed under more general supervision. This class is flexibly staffed with Elections Clerk II and incumbents may advance to the II-level after gaining experience, demonstrating proficiency, and meeting the qualifications. This is the entry level in the election series.

Elections Clerk II:

Under general supervision, functions fully in all election operations including, but not limited to: maintenance of voter files, precinct management, ballot processing, preparation and analysis of election data, copy management and proofing, candidate filing, interpreting and implementing policy and administrative regulations; integrate computer-based operations in all aspects of the work. An incumbent may serve as a lead in workgroups involving extra help and temporary staff. This is the journey level in the election series.

CLASS CHARACTERISTICS:

This position reports directly to Registrar of Voters Manager. This class is distinguished from Registrar of Voters Manager in that the latter is responsible for planning, organizing, directing and managing the operations of the County Elections Division.

EXAMPLES OF DUTIES:

Essential:

Elections Clerk I:

- Perform general and specialized clerical duties related to assigned functional area.
- Process and verify a variety of documents including general and legal correspondence, memos and statistical data.
- Provide and maintain quality customer service relationships with co-workers, other County employees and the general public.
- Serve as a resource to the general public; provide answers and information regarding processes and procedures for assigned area.
- Accept, process, issue, file and purge affidavits of registration; enter information into an automated system for voter registration maintenance.
- Issue, receive, review and file nomination papers for public office.
- Deposit filing fees and issue receipts; collect and summarize election cost data.
- Coordinate and schedule precinct poll workers; assist in development of poll worker training.
- Organize materials for distribution to and collection from precincts; ensure adequacy and proper operation of voting equipment.
- Assist in the distribution, receipt and processing and absentee ballots.
- Assist in canvassing results of election.
- Prepare correspondence, various reports and election related mailings.
- Proof printed, audio and electronic materials.
- Search office files and records to obtain information for the public; provide copies of election related materials as appropriate.
- Assist the Clerk-Recorder Division as directed.

Elections Clerk II (in addition to the above):

- Serve as a lead to precinct and poll workers; provide lead direction, technical assistance and training to precinct and poll workers.
- Maintain master precinct mapping records to ensure compliance with district boundaries.
- Generate various reports in conjunction with federal and state codes and statutes; maintain records, prepare periodic reports and implement changes, updates and/or required corrections.
- Submit state mandated claims for reimbursement of allowable activities.
- Provide verbal and written explanation of complex laws, codes, regulations, procedures and policies to the public, other County departments, government agencies, legal advisors, special districts, candidates and businesses regarding elections.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer, in the course of the work.
- May be required to drive a personal or County motor vehicle.
- Produce statistical reports and perform accounting functions/reporting, including processing payment transactions.

EMPLOYMENT STANDARDS:

Knowledge of:

Elections Clerk I:

- Laws, regulations and procedures governing voter registration and the election process.
- Record maintenance principles and practices.
- Appropriate English usage, spelling, grammar and punctuation.
- Business arithmetic, including procedures for reconciling receipts.
- Equipment and materials utilized in elections.
- Geography and geopolitical boundaries.
- Standard office practices and procedures, including filing and the operation of standard office equipment (i.e. computer, scanner, fax machine, postage machine, microfiche and microfilm viewers).
- Safe work methods and safety regulations and precautions pertaining to the work.

Elections Clerk II (in addition to the above):

- Statutes and ordinances governing relevant procedures.
- County and departmental operations, terminology, rules, policies and procedures.
- Methods and techniques of training precinct and poll workers.
- Principles of the National Voter Registration Act.
- Special District boundary mapping.

Skill in:

Elections Clerk I:

- Interpreting, applying and explaining applicable codes and regulations.
- Preparing clear and concise reports, correspondence and other written materials.
- Organizing own work, setting priorities and ensuring critical deadlines are met.
- Providing prompt, courteous and accurate customer service.
- Operating computer equipment with speed and accuracy.
- Maintaining accurate records and files.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work, including County employees, outside agencies, volunteers, customers and the general public.

Elections Clerk II (in addition to the above):

- Planning, directing and reviewing the work of precinct and poll workers.
- Understanding, applying and explaining provisions of the California Code to specific situations.
- Working under pressure by responding to short deadlines with speed and accuracy.
- Answering questions and determining appropriate course of action relative to incoming messages, calls or requests.

Ability to:

Elections Clerk I:

- Type at a net rate of 40 words per minute from printed copy.
- Follow written and oral instructions.

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Interpret, apply and explain applicable codes and regulations.
- Review detailed documents for completeness, accuracy and compliance with legal statutes.
- Juggle multiple projects with changing priorities and deadlines.
- Understand and follow verbal and written instructions.
- Compare names and numbers accurately.
- Communicate effectively in writing and verbally as appropriate for the needs of the audience.

Elections Clerk II (in addition to the above):

- Use initiative and independent judgment within established procedural guidelines.
- Organize and coordinate the work of precinct and poll workers.
- Train others in work procedures.
- Recognize politically sensitive situations and handle them with tact, objectivity and fairness.
- Create a unified team environment.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group III) which will measure the ability to:

- See well enough to read fine print and view a computer screen for prolonged periods of time; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Stamina to remain seated, stand and/or retain concentration for an extended period of time.
- Strength and mobility to lift and/or maneuver up to 50 lbs.
- Mobility to drive a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office environment or in a warehouse environment.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Typing Certificate: Min: Net 40 wpm. Typing Certificate must indicate result from a five (5) minute test of at least the minimum net wpm required.

Special Requirements:

- Significant evening and weekend work required during each election cycle – often with little or no advance notice.
- Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

ELECTIONS CLERK I:

MINIMUM: Graduation from high school and three years of clerical experience which has involved researching and/or processing documents in accordance with laws, codes and/or other regulations.

PREFERRED: In addition to the I-level minimum, completion of one year of college (30 semester units) with major course work in business administration, geography, history, political science, public administration or a related field and one additional year of specialized experience in election programs such as voter registration, candidate filing or absentee voting.

ELECTIONS CLERK II:

MINIMUM: In addition to the I-level minimum, one year of experience at a level equivalent to the County's class of Elections Clerk I.

PREFERRED: In addition to the II-level minimum, completion of two years of college (60 semester units) with major course work in business administration, geography, history, political science, public administration or a related field and two additional years of specialized experience in election programs such as voter registration, candidate filing or absentee voting.

This class specification lists the major duties and requirements of the job. Position assignments may vary. Incumbent may be expected to perform job-related duties other than those contained in this document.

Clerk-Recorder Approval: Terry Hansen
Date:

EEOC: F
WC: 9410

Human Resources Approval: Cindy Clark
Date:

Signature: _____

Signature: _____