

ELECTIONS OFFICE SUPERVISOR

CODES/PAY RANGE

Class Code: 1794

EEO Code: F

Pay Range: 118

MAJOR FUNCTION

Responsible supervisory work overseeing a division in the Department of Elections.

ILLUSTRATIVE DUTIES

(NOTE: 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.)

Plans, trains and supervises the work of subordinate personnel. Oversees and trains temporary workers periodically assigned during peak workloads.

Maintains office supply inventory for respective division.

Performs related work as required.

ELECTIONS DIVISION DIRECTOR

Prepares annual budget. Reviews operating procedures for areas to improve efficiency, productivity and cost savings. Assists with developing training materials and manuals for poll workers.

Responsible for records management per state and federal laws. Assists with precinct mapping.

Assists the Supervisor of Elections with evaluating departmental computer hardware and software needs. Evaluates new programs and equipment before computer purchases are made.

Designs, orders and reviews all ballots for municipal and county-wide elections. Programs computer tabulation equipment for ballots. Conducts tabulation operation. Files required reports with the Division of Elections.

Oversees preventive maintenance and repairs of departmental equipment. Ensures delivery of equipment and supplies to designated polling places.

Schedules employees for optimum election night performance.

(Elections Office Supervisor continued)

REGISTRATION DIVISION DIRECTOR

Responsible for the maintenance and update of all voter registration records. Oversees and ensures accuracy of signature verification process for petitions and absentee ballots.

Ensures efficient and accurate revision and distribution of precinct maps. Operates GIS software.

Oversees operation and daily maintenance of computerized signature retrieval system and indexing of permanent voter records. Supervises purging of non-active voters from registration files. Notifies voters of polling location changes.

KNOWLEDGE, ABILITIES AND SKILLS

All knowledge, abilities and skills of the lower levels.

Ability to plan, organize, and supervise the work of a staff of clerical employees. Ability to prepare operating and statistical tabulations and reports.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED and two (2) years of experience as a Senior Elections Clerk or equivalent elections clerical work.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Generally sedentary work. Ability to see, talk. Finger dexterity.

Environmental Demands: Generally indoor work.

Mental Demands: Ability to read and comprehend instructions, letters, memos and maps. Ability to write memos, letters, manuals, instructions. Ability to perform basic mathematical functions including addition, subtraction, multiplication, and division. Ability to speak publicly and extemporaneously. Ability to identify and resolve problems.

Revised 10/94