

ELECTIONS SPECIALIST III

CODES/PAY RANGE

Class Code: 4214

EEO Code: F

Pay Range: 115

MAJOR FUNCTION

Responsible, supervisory work overseeing absentee balloting; securing polling sites; and/or maintaining departmental equipment (depending on position assigned.)

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 of the position.)

Assists with computer ballot design and with programming computer tabulation equipment. May perform daily computer backup functions. Assists with filing computer programming data discs and reports to the Division of Elections. Trains employees in departmental computer operations.

Maintains records of absentee ballot requests, issuances and return data.

Responsible for security and distribution of absentee ballots. Ensures adequate inventory of ballots.

Assists with precinct mapping. Assists with voter registration and the tabulation of ballots.

May perform duties of Senior Elections Clerk as required. Supervises temporary personnel in processing absentee ballots.

Identifies, evaluates, and secures polling places including the negotiation of contractual agreements. Ensures polling sites meet safety standards and handicapped accessibility requirements.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge, skills and abilities of lower classifications in this series.

Ability to learn procedures for operating departmental computer systems including GIS and tabulation system. Ability to oversee and organize work processes. Ability to train and supervise

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subordinate employees and volunteers. Ability work effectively with others. Ability to negotiate agreements.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED and four (4) years of experience in the Elections Department or similar related experience.

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

ADA REQUIREMENTS:

Mental Demands: Ability to read and comprehend technical manuals and instructions; reports, maps, legal statutes. Ability to perform general mathematical functions. Ability to speak clearly and concisely. Ability to write compound documents relaying data, detail, information and instructions.

Physical Demands: Medium work. May be required to lift 40 lbs. frequently during elections periods. Ability to walk, see, talk, grasp, push, pull; finger dexterity.

Environmental Demands: Generally inside work. Outside work predominant during elections periods.

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