

## **ELECTIONS CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves administering established procedures for voter registration, the conduct of elections and vote tabulation. An employee in this class provides information to the public on registration and voting procedures, provides forms and assistance in filling out forms and other documents. Work is performed under the general supervision of an administrative employee of the Board of Elections. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Compiles official enrollment records and the posting of registers;  
Tabulates election results from official canvass of votes cast in primary and general elections;  
Compiles statistical data relative to the creation and/or consolidation of election districts;  
Receives, files and audits candidate and political committee financial statements;  
Uses a computer terminal to enter and retrieve data;  
Checks and records designating petitions filed for candidacy;  
Instructs voters in use of voting machines;  
Registers voters;  
Answers inquiries of the public on the Election Law;  
Instructs election inspectors in Election Law and voting procedures when designated by an administrative employee of higher rank in the office of the Board of Elections  
Processes absentee ballots according to prescribed guidelines.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS;**

Good knowledge of the Election Law;  
Good knowledge of office procedures, terminology and equipment;  
Working knowledge of business arithmetic and English;  
Ability to understand and follow complex oral and written instructions;  
Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;  
Ability to perform close, detail work involving considerable visual effort and strain;  
Ability to operate a computer terminal;  
Confidentiality;  
Courtesy;  
Tact;  
Good judgment;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a GED and one year of general office experience.