

## **ELECTION SPECIALIST**

### **NATURE OF WORK:**

Primarily performs responsible professional and specialized work dealing with all phases of the election process, and is expected to assist in all other operational functions of the City Town Clerks Office. Work includes general clerical duties and servicing the public/or other City departments with inquiries related to election processes as well as the duties and function of the City/Town Clerk's Office. Supervision is received from the City/Town Clerk or designee.

### **ILLUSTRATIVE EXAMPLE OF WORK:**

Assist with all functions related to the election process including absentee ballot preparation, distribution and ensuring that the election calendar is adhered to.

Assists with maintaining campaign finance reports. Assists in preparing all election-related mandated reports to the Secretary of the State per State Statutes. Maybe required to assist with other reports pertinent to the City/Town Clerk's Office.

Assists the general public in researching records either electronically or manually.

Provides information, in person or by phone, regarding inquires pertinent to the City/Town Clerk's Office

Handles routine clerical and reception work for the office and mailings generated by the department.

Opens, processes and distributes mail.

Assists in issuing appropriate licenses to applicants and checks for compliance with State requirements.

Collects fee and issues receipts.

Administers oaths of office when necessary and serves as a Notary Public.

Assists in preparation of payroll, data entry and timesheets.

Assists with and participates in City or department-sponsored community activities, some of which might occur outside of normal business hours. When such or other needs arise (i.e.: elections, etc.), works outside of normal business hours arranged through a flex schedule.

Performs related work as required.

### **REQUIREMENTS:**

Graduation from High School; one year customer service experience dealing with the public in person and over the telephone, and one year of data entry experience; or any equivalent combination of training and experience which provides the following knowledge, skills and abilities;

Must be detailed orientated.

Ability to work within fast pace environment.

Ability to organize for and meet deadlines.

Ability to learn various software programs used in the department.

Ability to deal effectively and courteously with the public as well as fellow employees.

Ability to analyze and refer to State Statutes when necessary.

Ability to learn other functions of the Town Clerk's of the office.

Bilingual or Spanish speaking preferred.

### **SPECIAL NECESSARY REQUIREMENTS**

Must obtain a Notary Public license within 6 months of hire.

Must have ability to work a flexible schedule (outside of standard 9:00 am – 5:00 pm business hours).