

CANVASSER

DISTINGUISHING FEATURES OF THE CLASS: Incumbents of this class either conduct a door-to-door canvass of a segment of the County's population in order to gather routine facts for the purpose of insuring the legality of permanent registration, or checks the accuracy of already recorded primary or election results as required under Section 274 of the Election Law. The recanvassing of every voting machine and ballots is performed under the supervision of the regular staff of the Board of Elections. Supervision is not a regular responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

WHEN ASSIGNED TO HOUSE-to-HOUSE CANVASSING

Obtains information pertaining to registration from the public either orally or in writing;

Makes follow-up visits when more information is needed;

Maintains simple records;

Presents information obtained to supervisors.

WHEN ASSIGNED TO PRIMARY OR ELECTION RECANVASSING

Checks the serial number on voting machine to insure it agrees with the number on the base record;

Checks the number of the metal strip sealing the machine to insure it is the same one as originally installed;

Checks the accuracy of the recorded vote tallies by candidate, proposition(s), amendment(s), question(s), and/or all absentee ballots;

Checks each voting machine for write-in votes;

Records and attests to any error or deviation; (requires recertification by canvasser of both major parties).

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with the registration or election process; ability to maintain simple records; voting public; accuracy; reliability; good health.

DESIRABLE TRAINING AND EXPERIENCE: None.