

CLERK - BOARD OF ELECTIONS

DISTINGUISHING FEATURES OF THE CLASS: Under supervision records, files, checks and certifies election and registration data. This position requires the ability to work independently and to deal with the general public and municipal officials to a greater extent than the type of position generally known as Intermediate Clerk in the County Service. This position does not involve supervision of other regular County employees. However, a person in this position may be called upon to give some general supervision to temporary employees during and immediately following an election. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Registers voters at central registration;

Supplies public with certification of voting record;

Answers routine questions of the general public and of Town and City officials concerning the proper interpretation of election laws and procedures;

Performs and may at times give general supervision to the recording, tallying, and certifying of enrollments and the printing of enrollment lists;

Performs typing duties in connection with clerical work;

Processes absentee ballots;

Receives and checks election returns;

Assists in the recording of votes;

Maintains records and files and performs numerous clerical duties in connection with the operation of the Board of Elections.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: A good knowledge of simple mathematical computations -- addition, subtraction, multiplication; a familiarity with office procedures and filing systems; ability to type at a speed of not less than 45 words a minute from clear copy; ability to meet and deal with the general public in an effective manner; ability to get along well with others; accuracy; resourcefulness; initiative; good physical condition.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and two years of experience performing general clerical work and contact with the general public; or (b) four years of general clerical or business experience and two additional years of experience which shall have involved both general clerical work and contact with the general public; or (c) a satisfactory equivalent combination of training and experience.