

ELECTION INSPECTOR COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class coordinates the efforts of Election Inspectors engaged in monitoring activities at polling sites during primaries and general election days. Responsibilities involve ensuring adequate coverage at each polling place, recruiting replacements as necessary, resolving problems as they occur and maintaining contact with the Board of Elections during these periods of time. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Attends all scheduled meetings to receive direction and instruction regarding policies and procedures to be followed on general election and primary voting days;

Contacts Election Inspectors within specific districts to coordinate work schedules and sites;

Recruits replacements of Election Inspectors and notifies the Board of Elections of all changes in the roster;

Develops and maintains a listing of alternate Election Inspectors;

Retrieves beepers and supply kits as needed;

Checks polling sites to ensure that operations are running smoothly;

Informs the Chairman of each election district to notify the Board of Elections of election results at the close of polls;

Maintains attendance sheets for Election Inspectors;

Maintains contact with the Board of Elections throughout the day to keep the office abreast of operations or any problems that may have occurred.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of Election Laws and procedures; ability to supervise and coordinate the work of others; ability to communicate effectively; tact; judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: There are no minimum training and experience qualifications for this position.

West. Co.
J. C.: Unclassified†
WPP1

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Job Class Code: H0458
Job Group: H06