

SENIOR CLERK - BOARD OF ELECTIONS

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, the incumbent of this class records, files, checks and certifies election and registration data. Responsibility involves independent action and discretion in dealing with the general public and municipal officials. Supervision is exercised over a small number of clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Registers voters and maintains an automated central registration record;

Supplies the public with certification of voting record;

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

Participates in and supervises the recording, tallying and certifying of enrollment lists;

Performs typing and data entry as needed;

Processes absentee ballots;

Receives and checks election returns;

Assists in the recording of votes;

Supervises the distribution of all forms and supplies necessary for registration, primary elections, and general elections;

Supervises the re-canvass of voting machines;

Assists the Commissioners in filing of objections to petitions and the posting of petitions;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of Election Law and procedures; good knowledge of simple mathematical computations such as addition, subtraction, multiplication; good knowledge of modern office procedures and filing systems; ability to type at a speed of not less than 35 words per minute; ability to meet and deal with the general public in an effective manner; ability to get along well with others; accuracy; resourcefulness; initiative; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and three years of general clerical experience and contact with the general public.

West. Co.
J.C.: Unclassified†
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Job Class Code: C0933
Job Group: VIII