

SUPERVISOR OF POLL RECORDS

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this class ensures the proper maintenance and accuracy of poll ledger records for the Board of Elections. Responsibilities include the establishment and maintenance of an extensive filing system to adequately store records, and the annual verification of voter residency. Supervision may be exercised over a number of clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the annual mail check of voters' residency;

Supervises the cancelling of registration records;

Supervises the maintenance of registration records;

Transfers poll record cards and enrollment blanks between districts;

Assists in the processing of absentee registration and ballots;

Assists in the certification of enrollment lists;

Assists in the recanvassing process, ensuring all canvass sheets, tally sheets, affidavits, emergency ballots, etc. are properly distributed to the recanvassing team;

Uses automated office systems to update and supplement voter registration records.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern office practices and procedures, including the establishment and maintenance of filing systems; thorough knowledge of the voter registration procedure; knowledge of election laws; ability to use automated office systems; ability to follow and execute oral and written instructions; ability to plan and supervise the work of subordinate personnel; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school diploma or equivalency and three years of clerical experience, one year of which should involve the maintenance of poll records.