

UNIT RECORD SUPERVISOR

GENERAL STATEMENT OF DUTIES: Supervises the unit record section in the Board of Elections; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, this class is responsible for supervising the daily work flow of the Unit Record Section in the Board of Elections. This position participates in Unit work assignments and exercises supervision over a number of unit record personnel.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and participates in the work of a unit record section in the Board of Elections;

Plans and assigns the flow of work;

Instructs data entry operators on procedures for machine use; trains new operators on same;

Reviews the compilation of accounting and statistical data;

Evaluates the various operational needs of the section and makes recommendations to supervisor on same;

Assists in the development of procedures for data entry;

Assists in the personnel management of the section.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the operation and use of data entry equipment; good knowledge of the operation of sorting, reproducing and collating machines; good knowledge of record keeping procedures and modern business methods; ability to plan and supervise the work of others; ability to carry out oral and written instructions; resourcefulness; accuracy; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a standard high school or equivalency and three years of experience in data entry operations.