



Career Service Authority  
Elections Division Assistant

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### GENERAL STATEMENT OF CLASS DUTIES

Administratively and technically participates in implementing, coordinating and completing those processes which constitute election planning and preparation, voting administration, and counting, reporting and protecting election results.

### DISTINGUISHING CHARACTERISTICS

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

#### ***Level of Supervision Received and Quality Review:***

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

#### ***Level of Supervision Exercised:***

By position, supervises clerical and other support staff and/or temporary election workers.

### ESSENTIAL DUTIES

Establishes and maintains voter databases, statistical reports and related electronic applications and U.S. Postal Service relationships needed to authorize, record and audit polling place, mail in, absentee and provisional election ballots.

Provides the public with general and/or explanatory information, answers questions and resolves problems.

Acquires and administers polling place locations, early voting sites and ballot drop off locations; supplies the materials, equipment and human resources needed at these sites to carry out voting operations.

Develops initial layout of the machine ballot face and absentee ballots; develops and/or approves final machine and absentee ballot layouts.

Administratively participates in the planning, design, acquisition, and distribution of election materials and equipment.

Creates and administers the production of election related art work, forms, site maps, etc. Monitors and assesses the readiness of election materials, equipment and voting site human resources and executes the timely implementation of contingency plans to address deficiencies.

Adapts materials, equipment, logistics and absentee voting procedures to voter registration figures, the numbers and locations of voting stations, changes in voting operations procedures, disabled accessibility and bilingual requirements.

Coordinates and participates in post-election audits and voting record maintenance.

By position, supervises clerical and warehouse support staff and/or temporary election workers.

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Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.  
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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledges & Skills:***

**Integrity/Honesty** - Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self and others; is trustworthy.

**Reading** - Understands and interprets written material, including technical material, rules, regulations, instructions, report, charts, graphs or tables; applies what is learned from written material to specific situations.

**Writing** - Recognizes or uses correct English grammar, punctuation and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

**Self-Management** - Sets well-defined and realistic personal goals; displays a high level of initiative, effort and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

**Interpersonal Skills** - Shows understanding, courtesy, tact, empathy, concern; develops and maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds and situations; is sensitive to individual differences.

**Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives and to make recommendations.

**Flexibility** - Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions or unexpected obstacles; effectively deals with ambiguity.

**Organizational Awareness** - Knows the organization's mission and functions and how it's social, political and technological systems work and operates effectively within them; this includes the programs, policies, procedures, rules and regulations of the organization.

**Technology Application** - Uses machines, tools or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

**Supervising a Diverse Workforce** - Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce. Implements diversity policies for subordinate staff; supports opportunities to recruit, develop and retain a diverse workforce; promotes teamwork, acceptance and productivity among diverse persons.

Knowledge of Election Commission policies and procedures sufficient to be able to organize various locations and types of elections as required.

Knowledge of inventory practices sufficient to be able to maintain an adequate level of supplies.

Knowledge of computer applications sufficient to be able to develop spreadsheets, forms, and databases.

Knowledge of addition, subtraction, multiplication and division sufficient to be able to perform simple computations.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.

### ***Physical Demands:***

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: Raising or lowering an object 10-25 pounds.

### ***Working Environment:***

Subject to many interruptions.

Subject to long irregular hours.

Pressure due to multiple call and inquiries.

### ***Education Requirement:***

Graduation from High School or completion of a GED Certificate including or supplemented by computer course work.

***Experience Requirement:***

Two years experience interacting with the public and explaining various statutes, rules and regulations.

***Education/Experience Equivalency:***

A combination of appropriate education and experience may be substituted for the minimum experience requirement.

***Licensure and/or Certification:***

None.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt

***ESTABLISHED DATE:*** 09/16/1995

***REVISED DATE:*** 10/01/2005  
12/23/2007

***REVISED BY:*** Paul Wiberg

***CLASS HISTORY*** Revised to more accurately state the duties of Election Commission Assistant and, specifically, to state that supervisory responsibilities in this class are by position. 12/23/2007, title changed to Election Division Assistant.