



Office of Human Resources
Elections Support Assistant - CC2395
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General Statement of Duties

Performs full performance support work in elections, including registering, processing and tracking voters and providing information to the general public regarding election procedures and regulations.

Distinguishing Characteristics

This class performs full performance office support work in elections registering, processing and tracking voters along with providing information to the public. It is distinguished from the Elections Division Assistant class that 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.

Essential Duties

Provides the public with accurate information and assistance, in person or by phone, in all areas of voter registration and matters pertaining to elections.

Registers voters and enters voter registration data into computer.

Creates and/or processes felon lists, age pending lists, death lists, voter merges, online registrations, and trouble letters to voters.

Utilizes databases and spreadsheets to track and provide accurate information regarding voter registration data.

Acts as the primary recipient and processor of election petitions.

Continuously reviews Colorado election laws in order to accurately inform the public about voter registration, deadlines, elections, procedures, etc.

Completes election specific tasks as assigned, such as provisional ballot processing, emergency registrations, and other voter interactions.

Maintains files and/or record systems, categorizes information and updates records and filing as needed.

On election days, performs satellite polling location functions and issues replacement ballots.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

Competencies

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

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

Knowledge & Skills

Skill in the use of computer software, including spreadsheet and database programs.

Level of Supervision Exercised

May perform some elements of lead work over temporary employees to assist permanent lead worker.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Two (2) years of office support experience, one year of which must have been in an election setting.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Subject to many interruptions.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Accommodation: Ability to bring objects into focus.

Color vision: Ability to distinguish and identify different colors.

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Lifting: Moving objects weighing no more than 10 pounds from one level to another.
Repetitive motions: Making frequent or continuous movements.
Sitting: Remaining in a stationary position.
Talking: Communicating ideas or exchanging information.
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Background Check Requirement

Criminal Check
Employment Verification
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: NE-09
FLSA Code: N
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: