



Office of Human Resources
Elections Division Assistant - CA2260

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General Statement of 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

The Elections Division Assistant is distinguished from the Election Support Assistant that 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.

Essential Duties

Assists in the planning, recruiting, hiring, training, placement, payroll, and oversight of temporary workers (election judges) for the Elections Division of the Office of the Clerk and Recorder.

Ensures and maintains best practices for the hiring of temporary election worker positions; including compliance with all applicable laws, rules, regulations and procedures for the hiring of temporary election workers.

Focuses on continuous process improvement, decreasing election judge attrition, streamlining work processes, and working cooperatively and jointly, with both internal and external stakeholders, to provide quality customer service.

Serve as ballot access liaison, including, but not limited to: communications with candidates about qualification requirements; communications with issue committees about requirements to place measures on the ballot; coordination of candidate and initiative filings; and providing training to candidates and committees.

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

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

Acquires all necessary election worker resources to fulfill required positions at voting sites to carry out voting operations.

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.

Participates in post-election audits and voting record maintenance.

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

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.

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.

Political Savvy - Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.

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 - Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

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

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

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.

Level of Supervision Exercised

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

Education Requirement

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

Experience Requirement

Four (4) years of technical or administrative experience.

Education & Experience Equivalency

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

Licensure & Certification

None

Working Environment

Subject to many interruptions.

Subject to long irregular hours.

Pressure due to multiple call and inquiries.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

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

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

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

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 50 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Background Check Requirement

Criminal Check

Employment Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: NE-12

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date: 2/14/21

Revised By: AD

Class History:

Revised education, experience, and equivalency statement.