

## ELECTION CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work of a routine nature performed under the direct supervision of the Commissioners of Elections and/or Elections Specialists and in accordance with prescribed routine. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists with election night activities;  
Compiles election statistics;  
Registers prospective voters;  
Draws and reads election maps;  
Sorts, indexes and files materials;  
Operates typewriter, adding and other office machines;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

MINIMUM QUALIFICATIONS:

Election Clerks are chosen to given equal representation to the two (2) major political parties. They are appointed by and serve at the pleasure of the Board of Elections.