

ELECTION SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Work involves administration of established procedures for voter registration, the conduct of elections and vote tabulation. Duties include providing information to the public relative to voter registration and voting procedures, providing forms and assistance in filling out forms and other documents. Work is performed under general supervision of an administrative employee of the Board of Elections. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Compiles official enrollment records and the posting of registers;
Tabulates election results from official canvass of votes cast in primary and general elections;
Compiles statistical data relative to the creation and/or consolidation of election districts;
Receives, files and audits candidate and political committee financial statements;
Uses a computer terminal to enter and retrieve data;
Checks and records designating petitions filed for candidacy;
Instructs voters in use of voting machines;
Registers voters;
Answers inquiries of the public on the Election Law;
Instructs election inspectors in Election Law and voting procedures when designated by an administrative employee of higher rank in the office of the Board of Elections;
Processes absentee ballots according to prescribed guidelines;
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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the Election Law; good knowledge of office procedures, terminology and equipment; working knowledge of business arithmetic and English; ability to understand and follow complex oral and written instructions; ability to establish and maintain cooperative relations with the public and other governmental and private agencies; ability to perform close, detail work involving considerable visual effort and strain; ability to operate a computer terminal; confidentiality; courtesy; tact; good judgment.

MINIMUM QUALIFICATIONS: Elections Specialists are chosen to give equal representation to the two major political parties. They are appointed by and serve at the pleasure of the Board of Elections.