

## **ELECTIONS SPECIALIST TRAINEE**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an entry-level traineeship in the Board of Elections. Appointees to this class are provided training for a period of one year, including the full spectrum of one election process, to provide essential knowledge and some skills including: numerous regulations and guidelines of the New York Election Law, voter registration procedures, inputting and extracting information into a terminal in a variety of formats; gathering and compiling information through verbal, written and on-line inquiries; tracking a variety of records; and file management. The appointee will be assigned limited duties and gradually, as experience in the election process is gained, the workload will be increased and the employee will take on more complex duties and have more independence in the performance of support functions associated with the election process. Upon the successful completion of the training program, the employee assumes the full-performance position of Elections Specialist without further examination. Work is performed under the direct supervision of a higher level employee. Supervision is not a function of the class.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level clerical support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Trains in and keeps abreast of changing laws, regulations and policies in order to assure the accurate and timely registration of voters;
2. Trains in and assists in processing special registrations and ballot requests, such as military, absentee, and special federal voters; assists in maintaining and updating existing registrations on terminal as necessary;
3. Trains in and assists in special voter registration drives, i.e., high school;
4. Trains and assists in maintaining and updating street listing for Dutchess County districting;
5. Trains in and assists in maintaining, revising and updating various forms required from candidates and the general public;
6. Trains in and assists in keeping registration lists current and accurate;
7. Trains in and assists with election night return procedures; takes returns on telephone from polls and records same on tally sheets for computer tabulation; enters numbers on computer;
8. Trains in and assists with providing information to the public, public officials regarding the voting process.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of election support functions related to voter registration, election procedures, districting, etc to process related paperwork;

Knowledge of automated on-line system to enter and retrieve information in a variety of formats;

Knowledge of software packages for word processing to produce memos and letters and database management to compile and produce lists;

Knowledge of computational skills necessary to track and total number of votes and keep totals related to voting;

**ELECTIONS SPECIALIST TRAINEE** (Cont'd)

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (Cont'd)

Knowledge of office practices necessary for dealing with candidates, elected officials and the general public, filing and retrieving information, and gathering and compiling information;  
Skill in operating office equipment to produce work accurately and efficiently;  
Ability to learn computer operations and appropriate software in order to enter and produce simple reports, lists, and letters;  
Ability to interact with a variety of people for the purpose of exchanging information concerning voting;  
Ability to organize, maintain and extrapolate information from records;  
Personal characteristics necessary to perform the duties of the position;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** (Recommended)

Graduation from high school or possession of a high school equivalency diploma and two years of full-time general office work experience which involved public contact and keyboarding.

**NOTE:** College education may be substituted for work experience on a year-for-year basis (30 credits equal to one year).

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