

## **ELECTIONS SPECIALIST**

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

This position functions as support to Board of Elections administrative staff in the processing of voter registration records to ensure honest, accurate and accessible elections. Employees will learn specific elections support activities in order to assist in registering voters, update voter registration records and provide technical information to elected officials and the general public. The position would be expected to perform the following functions: 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; file management. While the incumbent may specialize and act as the technical resource in a specific function performed in the Board of Elections, every employee is expected to be able to perform all functions associated with the election process. Work is performed independently under prescribed guidelines, with unusual or precedent changing problems referred to the attention of the supervisor. This position may direct the work of aides, interns, and temporary employees.

### **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. Processes, within New York State Election Law guidelines, voter registrations; receives registration form and checks for completeness and accuracy; searches computer to determine whether voter has been registered previously; may contact registrant for further information;
2. Processes special registrations and ballot requests, such as military, absentee, and special federal voters; maintains and updates existing registrations on terminal as necessary, mails and keeps a log of absentee ballot applications and ballots, and prepares ballots being sent to the polls on election days;
3. Coordinates special voter registration drives, i.e. high school; makes initial contacts and arranges for supplies and coverage; provides information to potential voters;
4. Maintains and updates street listing for all of Dutchess County for districting; investigates vague or possibly incorrect information on new registration forms using computer mainframe, directories, street maps, etc.; draws maps to show district boundaries;
5. Maintains, revises and updates financial disclosure files required of all candidates; notifies candidates of filing dates, instructions for completion and enters information on computer;
6. Keeps registration lists current and accurate; receives monthly death notices from every town, village and city in the county and updates registration records accordingly; receives monthly list from county clerk of those persons who have committed a felony or been declared incompetent and removes from rolls; prepares canceled records for microfilming;
7. Ensures that polls are properly manned on election days; prepares supplies for all polling places; packs cases with election materials plus binders for election inspectors;
8. Assists with election night returns; reconciles inspector's returns including canvassing late ballots and affidavit ballots for all general and primary elections; assist in court-ordered registrations; take returns on telephone from polls and record same on tally sheets for computer tabulation; enters election numbers on computer;
9. Interacts with citizens, public officials and their representatives on a daily basis, responding to all questions regarding voting process.

## ELECTIONS SPECIALIST (Cont'd)

### 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;

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 three 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).