

CLASS SPECIFICATION



CLASS: Senior Elections Clerk
ALLOCATION: Clerk Recorder
FLSA STATUS: Non-Exempt
UNION AFFILIATION: YCEA

ESTABLISHED: September 2016

JOB SUMMARY:

Under limited supervision, perform the more difficult and complex administrative and technical work of the Elections Division in the County Clerk/Recorder – Registrar of Voters Office responsible for the execution of computer-based operations in all aspects of the Elections Division including maintenance of voter files, running election processes (precinct, ballot counting, ballot processing and other election data operations), serving as liaison to California Secretary of State and various vendors for many functional areas within elections maintaining office inventories and candidate filing, monitoring office software to ensure compliance with state and federal regulations and performing election accounting functions; provide lead direction and technical assistance to assigned staff and/or project management; and perform related work as assigned.

This is the advanced-journey lead/specialist paraprofessional level in the elections clerk series.

CLASS CHARACTERISTICS:

This position reports directly to Registrar of Voters Manager. This class is distinguished from Election Clerk I/II as the scope of responsibilities are focused on project management, providing lead direction over assigned functions and serving as a resource expert on assigned functions.

EXAMPLES OF DUTIES:

Essential:

- Perform the more complex voter registration duties including processing affidavits of registration, preparation of notices, voter file maintenance, precinct and boundary maintenance and mapping and precinct guide maintenance.
- Perform the more complex elections duties including preparing, assembling and distributing publications, notices, sample and official ballots, precinct supplies/equipment; establishing and consolidating precincts; selecting and processing poll sites and maintenance; processing absentee voting applications; issuance and processing of absentee voter official ballots; programming, testing and certification of election equipment; ballot tabulation; assists with conducting official canvass and certification of the election results and any recounts.
- Monitor and operate computer software including maintaining election databases; establish standards, procedures and written instructions for computer application operations.
- Provide direction as a lead worker; may review elections clerk work to ensure compliance with established procedures as well as provide input on assigned staff performance to management; provide guidance to elections clerks as a technical expert.
- Develop and apply accounting formulas for share-of-cost billing to participating jurisdictions for recovery of election costs, and for maintenance and reconciliation of General Ledger accounts and other applications for the Election Division.
- Must maintain a current knowledge of applications and modifications and upgrades to election software system(s); train and guide staff on procedural changes; and serve as lead operator for the Election Division software system.
- Research problems and act as a resource to other staff members regarding a variety of voter registration and elections policies and procedural issues.
- Conduct and follow through on a variety of special projects, which may involve research, summarization of information and recommendations and direction to staff on a project basis.
- Perform full range of elections clerk duties.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer, in the course of the work; may be required to drive a personal or County-owned motor vehicle to attend meetings and visit work sites.

EMPLOYMENT STANDARDS:

Knowledge of:

- Pertinent local, state and federal rules, regulations and laws pertaining to election administration including but not limited to the California Elections Codes and the National Voters Registration Act.
- County and departmental operations, terminology, rules, policies and procedures.
- Operation of electronic data processing systems related to the elections process.
- Automated computer applications related to elections work.
- Techniques for working successfully with other employees in a lead capacity.
- Principles and practices of technical and functional supervisory and training.
- Principles and practices of financial record keeping and bookkeeping.
- Principles and practices of records management.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Skill in:

- Providing lead direction over assigned staff including planning, directing and reviewing the work of others on a project or day-to-day basis.
- Interpreting, applying and explaining applicable laws, codes, regulations and procedures to a variety of individuals.
- Understanding, interpreting and applying provisions of the California Elections Code to specific situations.
- Using initiative and sound independent judgment within established procedural guidelines.
- Organizing work and setting priorities in order to meet critical deadlines with minimal direction.
- Planning, organizing and prioritizing the work of others in order to meet critical deadlines on multiple tasks.
- Training others in work procedures, individually and in group settings.
- Performing the most complex technical election tasks.
- Maintaining accurate files, records and statistics.

Ability to:

- Manage projects.
- Work extended hours during election cycles.
- Communicate clearly, concisely, competently and effectively in writing and verbally as appropriate for the needs of the audience.
- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Prepare clear, concise and organized written reports, correspondence and other materials.
- Be flexible and supportive of change.
- Promote harmony, good morale, establish rapport and maintain effective working relationships with coworkers, other County employees, other agencies and the public.
- Type at a rate of 40 net words per minute from printed copy.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group III) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Stamina to remain seated, stand and/or retain concentration for an extended period of time.
- Strength and mobility to lift and/or maneuver up to 50 lbs.
- Ability to drive a motor vehicle to various work sites.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Work is performed both in an office and in the field at various commercial, warehouse and public buildings.
- During elections may be required to be at polling places at various locations.
- May be required to travel to various worksites or locations.
- Significant evening and weekend work is required during each election cycle – often with little or no advance notice.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- A valid typing certificate as proof of typing skills at a rate of 40 net words per minute.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Graduation from high school and three years of journey level experience in a County elections department in the State of California, equivalent to the County's class of Elections Clerk II.

PREFERRED: In addition to the minimum, an Associate's Degree with major course work in business administration, geography, history, political science, public administration or a related field and additional years of comprehensive election operations experience in the State of California.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval:
Date:

EEOC: E
WC: 9410

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____