

## ELECTIONS WORKER – X Help

### DEFINITION & DISTINGUISHING CHARACTERISTICS

#### **Definition**

Under supervision, performs a variety of manual and clerical tasks in the preparation of elections materials; assist in checking and verifying signatures; manually count unopened and opened ballots; and assists in preparations for election vote counting.

#### **Distinguishing Characteristics**

Incumbents of this class work on an extra-help only basis, and as such cannot work in excess of 1000 hours in a fiscal year, nor are they eligible to be transitioned into a permanent full-time position. Assigned tasks are performed on an as-needed basis, usually during peak work periods generated by preparatory and subsequent activities related to elections. Task assignments are generally routine, may be easily learned with training and do not require continuous supervision.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Count ballot envelopes; open and separate envelopes and ballots; ensure count of envelopes and ballots is consistent; resolve any discrepancies; inspect ballots and envelopes, complete batch ticket information and use computer for batch entries, as necessary.
- Duplicate damaged or write-in ballots.
- Resolve ballots that are unable to be tabulated as-is by use of an electronic ballot counting system.
- Use computer to reconcile ballots with generated reports, review signatures through visual comparison and correct others' work.
- Process ballots through electronic tabulation machines, ensure accurate processing, and account for ballots through count verifications and complete/enter batch ticket information.
- Prepare incoming ballot envelopes for further processing.
- Identify and resolve ballot content based on statewide voter intent guidelines.
- Receive, label, log, and retrieve ballot/batch information, while utilizing forms and logs prepared and maintained daily for reconciliation purposes.
- Proofread and verify work throughout shift to maintain accuracy and expected quality.
- Maintain numeric records of inventory by conducting and recording end-of-day counts of ballots.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

### QUALIFICATIONS

#### **Education and Experience:**

Experience in customer service and working in a diverse team setting.

#### **Knowledge of:**

- English usage, spelling, and punctuation.
- Basic office methods and equipment.
- Basic mathematical calculations.
- Procedures for maintaining inventory records.

#### **Skill in:**

- Dealing tactfully and effectively with the general public in order to explain and interpret forms and procedures.

**Ability to:**

- Understand and carry out both oral and written directions.
- Perform routine mathematical calculations.
- Proofread documents for correctness and consistency.
- Verify and check data.
- Exercise sound independent judgment within established guidelines.
- Communicate effectively, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Other Requirements:**

Specific positions may require a valid driver's license.

**NOTE:** The above qualifications are a typically accepted way of obtaining the required knowledge and skills.

**ENVIRONMENTAL CONDITIONS/PHYSICAL DEMANDS**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is primarily performed indoors in an office setting. Work schedules may be non-standard and include evenings.

**Physical:** Primary functions require sufficient physical ability to work in an office setting and operate various office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents; hear in the normal audio range with or without correction. Frequent sitting, standing, walking and reaching; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold; lifting objects that weigh up to 15 lbs. carrying, pushing objects that weigh up to 25 lbs. Occasional bending; Infrequent lifting objects that weigh more than 15 lbs., carrying, pushing objects that weigh more than 25 lbs.

**HISTORY**

**JCN:** 2610

**CREATED:** NOV 2014 BOS Resolution #

**FLSA Status:** Non-Exempt