

Classification Title: Elections Specialist

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Performs technical procedures to ensure timely and accurate elections. Reviews information for precinct locations, maintains and updates precinct officials’ database, monitors the accuracy of the voter database, applies federal and state election laws and State Board of Election’s guidelines, follows changes in election law and guidelines and adjusts procedures accordingly.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Performs administrative tasks related to the voter registration system. Creates and prints files ensuring correct jurisdictions, identifies addresses and maintains and updates geo-code file, updates municipal records as annexations are reported, creates reports and updates tables
2	S	Researches transactions with missing or incomplete information, drafts correspondence and records voter registration denials. Supervises researching, verification and counting of provisional ballots. Inventories and orders voter supplies and materials and prepares or oversees billing to voting entities. Works with municipalities and vendors and negotiates contracts for services.
3	S	Reviews election laws and State Board of Elections policies. Recommends new procedures as necessary to comply with any changes. Drafts election manuals and documents for workers and officials and designs required forms.
4	S	Works with candidates, municipal officials and the general public and provides information and guidance on elections and specific topics which could include campaign finance reports and candidate filings.

CLASSIFICATION REQUIREMENTS:

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Education	Associate’s degree in Business Administration, Office Administration or related field.
Experience	Two years of experience in a business environment.

CLASSIFICATION REQUIREMENTS	
Certification and Other Requirements	None
Equivalent Education & Experience Accepted?	Yes
Reading	Advanced
Math	Intermediate
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires frequent functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Elections equipments, presentation equipment, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

- (1) N/A
- (2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None.