

DEPARTMENT: BOARD OF ELECTIONS
CLASSIFICATION: UNCLASSIFIED
APPROVED: _____

CLERK – (BOARD OF ELECTIONS)

DISTINGUISHING FEATURES OF THE CLASS: Works under the supervision of the Election Commissioner, Deputy and Executive Secretary who reviews work for effectiveness and compliance with laws and policy. Performs varied administrative and clerical activities in connection with the Board of Elections. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Attends to the administrative activities for the department including preparing annual budget, personnel records and bookkeeping, controlling budget accounts with County Treasurer periodically;
2. Removes names of persons from the Town Registers as necessary for not voting for certain periods of time, sends notices to such persons;
3. Makes up ballot copies, assists in preparing copy of varied election and voting forms and follows through with the printer as to layout and printing, assists in proof reading;
4. Assists in taking petitions for filing;
5. Assists in swearing in and instructing Election Inspectors;
6. Makes up advertising copy for department;
7. Answers inquires and questions on Elections Laws;
8. Takes and transcribes dictation;
9. Assists in the routine work in connection with the supplies and records required for the registrations and elections in the County including towns.

GENERAL STATEMENT OF DUTIES: Performs varied administrative and clerical activities in connection with the Board of Elections; does related work as required.

SUPERVISION RECEIVED: Works under the supervision of the Election Commissioner Deputy and Executive Secretary who reviews work for effectiveness and compliance with laws and policies.

EXAMPLES OF DUTIES:

1. Attends to the administrative activities for the department including preparing annual budget, personnel records and bookkeeping, controlling budget accounts with County Treasurer periodically;
2. Removes names of persons from the Town Registers as necessary for not voting for certain periods of time; sends notices to such persons;
3. Makes up ballot copies; assists in preparing copy of varied election and voting forms; and follows through with the printer as to layout and printing; assists in reading proof;
4. Assists in taking petitions for filing;
5. Assists in swearing in and instructing Election Inspectors;
6. Makes up advertising copy for department;
7. Answers inquiries and questions on Election Laws;
8. Takes and transcribes dictations;
9. Assists in the routine work in connection with the supplies and records required for the registrations and elections in the County including towns.