

ELECTIONS PROCESS CLERK II

Definition:

Under supervision, serves the voting and candidate public by performing specialized administrative support tasks related to the registration of voters and administration of elections; and does related work as required.

Distinguishing Characteristics

Elections Process Clerk II is the journey level classification in the Elections Process Clerk flexible classification series. Incumbents are experienced elections staff specialists in tasks related to voter registration and the administration of elections. The Elections Process Clerk II is distinguished from the Elections Process Clerk III by its responsibility to handle moderately complex elections clerical functions and to assist with training and oversight of temporary elections support staff.

Promotion to Election Process Clerk III is made on a merit basis subject to the recommendation of the Department Head.

Essential Functions:

- Verifies voter lists for accuracy and makes necessary changes.
- Receives process and maintains a variety of election documents; reviews documents for completeness and accuracy.
- Arranges for polling places, recruits and instructs precinct election officers.
- Issues candidate nomination papers, petition-in-lieu, and other election related documents; receives, verifies and accepts for filing, candidate and committee Campaign Statement filings.
- Provides clerical and operational support.
- Prepares precinct officials' kits, voting systems and equipment for elections based on established procedures and guidelines.
- Organizes and controls onsite inventory of voting equipment and election materials; stacks, moves and maintains voting systems and kits.
- Processes and tally's ballots as required.
- Processes and files affidavits of registration and prepares Vote-by-Mail ballot requests.
- Prepares form letters, reports, charts, and addresses envelopes.
- Proofreads sample ballots and other printed election material.
- Registers voters through outreach events and programs.
- Answers routine questions from the public relating to voter registration and elections.
- Enters data into computer files.
- Assists with surveying polling places and ensuring compliance with requirements.

- Completes a variety of forms and canvas reports in order to maintain accurate records.
- Assists with the implementation and maintenance of specialized elections computer programs.
- Serves as an Elections Officer and/or Field Representative for special elections.
- Coordinates the changing of precinct boundaries to accommodate re-districting.
- May attend user meetings and conferences and make presentations to community groups.
- May perform outreach activities as required; and train poll workers.
- May be required to work weekends, holidays, and non-routine hours during peak operating times.
- Performs other related duties as assigned.

Employment Standards:

High School Diploma, G.E.D. or equivalent and two (2) years of full-time paid clerical experience including customer relations, data entry, general computer and basic recordkeeping OR one (1) year of equivalent experience as an Elections Process Clerk I.

Volunteer experience may be qualifying if confirmed in writing from a recognized organization.

Additional Requirements

- Possession of a valid California Motor Vehicle Driver's License.
- Proficiency in the use of word processing software, such as Microsoft Word.
- Applicants must possess the physical capacity to perform all essential functions.

A background check may be conducted for this position.

Knowledge of: Laws and regulations governing the conduct of elections in the State of California; office procedures and methods; operation and use of standard office equipment, including personal computers, computerized data systems, and applicable software applications; operation of voting systems software and equipment; proofreading, filing, indexing and cross referencing methods; record keeping principles; customer service principles; basic mathematical concepts; English language, grammar and punctuation.

Ability to: Read and interpret various state and federal codes as they pertain to the elections process; perform elections clerical work; read, understand and explain routine policy, procedure, and law to the public, community, and government officials served; read and compare handwritten signatures rapidly and accurately; proofread, alphabetize, chronologically and/or numerically file documents accurately and rapidly; exercise discretion and maintain confidentiality of information; communicate courteously, clearly and concisely, both verbally and in writing; understand and follow written and oral instructions; perform data entry and other computerized and/or information processing tasks; read, write and speak English for effective job performance; develop and maintain cooperative work relationships; operate equipment, including a personal computer and associated software; and operate voting system equipment and software.

All Kern County employees are designated “Disaster Service Workers” through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report to work as soon as practicable, following a significant emergency or disaster.

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