

Elections Process Clerk I

Definition:

Under direct supervision and in a learning capacity, 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 I is the entry level classification in the Elections Process Clerk flexible classification series. Incumbents learn to perform basic and repetitive election process tasks according to established procedures. The Elections Process Clerk I is distinguished from the Elections Process Clerk II by its performance under close supervision which will broaden in scope as training is received.

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

Essential Functions:

In a learning capacity:

- Assists in verifying voter lists for accuracy and makes necessary changes.
- Learns to receive, process and maintains a variety of election documents; reviews documents for completeness and accuracy.
- Assists in arranging for polling places, recruits and instructs precinct election officers.
- Assists in issuing candidate nomination papers, petition-in-lieu, and other election related documents; receives, verifies and accepts for filing, candidate and committee Campaign Statement filings.
- Provides routine clerical and operational support.
- Assists in preparing 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.
- Learns to process and tally ballots as required.
- Learns to process 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.
- Assists in registering 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.
- Assists in coordinating the changing of precinct boundaries to accommodate re-districting.
- Learns to serve as an Elections Officer and/or Field Representative for special elections.
- May be required to work weekends, holidays, and non-routine hours during peak operating times.
- May attend training.
- Performs other related duties as assigned.

Employment Standards:

High School Diploma, G.E.D. or equivalent and one (1) year of full-time paid clerical experience including customer relations, data entry, general computer, and basic recordkeeping.

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: Office procedures and methods; operation and use of standard office equipment, including personal computers, computerized data systems, and applicable software applications; basic proofreading filing, indexing and cross referencing methods; record keeping principles; customer service principles; basic mathematical concepts; English language, grammar and punctuation.

Ability to: 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; and operate equipment, including a personal computer and associated 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.