

Senior Elections Clerk Tompkins County

Department: Board of Elections
Classification: Unclassified
Labor Grade: Confidential Grade 59
Approved: Reclass 8/29/16
Revised: 5/91; 8/16; 12/20
By: LG, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

There are no minimum qualifications for this position. This is an Unclassified position that is filled by appointment of the Commissioners of Elections. An associate's degree would be helpful. Graduation from high school or possession of a GED and two years of general office experience. Election experience is preferred.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This work involves the performance of a broad range of duties. Senior Election Clerks provide clear and accurate information to the public on the front lines. Specific duties will vary with the needs of the appointing Commissioner. This position must be able to handle pressure and very tight deadlines. The work involves: administering established procedures for voter registration both in person and through many various agencies; the conduct of elections; assisting Commissioners in recruitment and training poll workers; assembling necessary candidate paperwork; extensive use of the computer and a variety of software; and confidential ballot counting and vote tabulation. An employee in this class provides information to the public on registration and voting procedures, provides forms and assistance in filling out voter registrations, absentee forms, and campaign finance documents. This position creates flow charts, poll site signs, recruitment inspector posters and other informational documents as needed. The work is performed under the general supervision of an administrative employee of the Board of Elections in accordance with outlined policies and procedures of the Board of Elections. Although supervision of others is not a responsibility of this title, the employee may be called upon to help cross train other staff and supervise project assistants. The work allows for some exercise of independent judgment. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Participates in compiling official enrollment records and posting of registers;
- Checks, records, and provides acknowledgement cards for designating and independent candidates who have filed a petition for candidacy;
- Instructs voters in the use of voting machines;
- Registers voters: in person, from on-line agencies or through the mail;
- Replies to FOIL requests;
- Verifies office inventory;
- Maintains poll worker tablet software and files prior to each election by updating voter information and ensuring the tablet usability;
- Records minutes for office and board meetings;
- Updates the Board of Elections Facebook page;
- Answers public inquiries regarding Election Law, campaign finance, and the election process;
- Trains election inspectors in Election Law and voting procedures;
- When designated by an administrative employee of higher rank in the office of the Board of Elections, schedules appointments and visit nursing homes to assist with absentee ballot voting;
- Mails or delivers registration forms to Post offices, clerks, and schools.
- Using the Team registration software:
 - Registers new and maintain current voter information,
 - Keeps the data base accurate and up to date to assure that every voter that is eligible to vote will be allowed to vote;
 - Creates a variety of strategic data for candidate use, make specific lists and labels as necessary,
 - Extracts and proof registrations from the NYS DMV web site,

- Utilizes NYS voter platform to purge duplicate, deceased and felon voters;
- Scans voter histories after each election;
- Sends letters to pending party change voters explaining the law regarding those changes.

Using the Sign-It software:

- Scans all voter related documents;
- Processes and update signatures for the poll books;
- Accurately applies the voters record to the correct voter number.

Using Microsoft Office Excel:

- Creates various forms for tallying election results;
- Tracks poll workers availability;
- Designs flow charts to assist poll workers with running a precise election;
- Keeps the elected officials data base current;
- Designs poll site diagram drawings to assist with the election day voter flow.

Using Microsoft Office Word:

- Creates letters and use the mail merge tool for inspector letters, Poll site appointments and training times.
- Prepares general correspondence.

Using Microsoft Access:

- Updates candidate campaign finance;
- Updates and maintain the election worker data base;
- Keeps the petition database current;
- Pays inspectors using vouchers.

Using Microsoft Office Publisher:

- Creates and laminates all signage for poll sites;
- Creates instructional posters on how voting machines work;
- Creates poll worker manuals.

Extensive interpersonal skills are necessary:

- Develops effective relationships and deals diplomatically with colleagues, candidates, and members of the voting public;
- Teaches poll workers how to run a successful election;
- Relates and interacts with many various agencies both governmental and private;
- Assists voters in nursing homes.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of business math and English is necessary;
- Ability to learn office procedures and terminology along with the skills needed to use many forms of computer software including Microsoft Office are needed;
- It is imperative that the employee have the ability to read, understand and accurately interpret election law;
- Ability to utilize laminating and plotter machines;
- Ability to understand and follow complex oral and written instructions;
- Courtesy, confidentiality, tact, and good judgment are personal characteristics of the utmost importance;
- Must have the ability to pay extremely close attention to detail when proofing in order to ensure the accuracy of documents and ballots.
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The employee must be able to sit for extended periods of time during a standard work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods of up to fifty pounds. Due to the extensive computer usage, the work involves considerable visual effort and strain. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others who may have different political beliefs. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job. The employee may at times be asked to drive to get to remote locations, or otherwise demonstrate the ability to meet the limited transportation requirements of this job.

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