

ELECTION CLERK II

DISTINGUISHING FEATURES OF THE CLASS: This position involves clerical work in an election office setting, including assisting with polling place operations and conducting site visits to address equipment or procedural issues. The work is performed under the direct supervision of the Commissioner of Elections and in accordance with established procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in supporting polling place operations, including conducting site visits to resolve equipment or procedural issues;

Assists voters and poll workers by addressing common issues and responding to inquiries;

Assists in preparing, assembling and distributing election materials and supplies;

Processes election documents;

Performs clerical functions and ensures voter registration and election management systems are accurately updated and maintained;

Maintains records, logs and files election related materials;

Operates standard office and election equipment;

Performs a variety of clerical tasks, as required.

MINIMUM QUALIFICATIONS: Election Clerks are selected to provide equal representation to the two major political parties. They are appointed by the Board of Elections and serve at its discretion.