

ELECTION CLERK IV

DISTINGUISHING FEATURES OF THE CLASS: This is routine clerical work performed under the general supervision of the Commissioners of Elections and/or Deputy Commissioners of Elections and generally in accordance with established procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

Compiles election statistics and drafts reports;

Registers prospective voters;

Answers routine questions concerning election procedures, laws and regulations;

Draws and reads election maps;

Sorts, indexes and files materials;

Processes absentee and special ballots;

Ensures the accuracy of voter records within the software database by managing registration details, eligibility status and contact information to maintain reliable and up-to-date voter data;

Oversees the management of undeliverable or returned election-related mail by addressing voter address discrepancies, handling undeliverable ballots and ensuring returned ballots are accurately tracked and processed in accordance election laws and procedures;

Performs other clerical work as directed.

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