



## ELECTIONS CLERK 1

**Department:** Auditor's Office  
**Job Class #:** 478900  
**Pay Range:** General 12

**FLSA:** Non-Exempt  
**Represented:** Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

### **GENERAL FUNCTION**

This is responsible support work in the Elections Division of the Pierce County Auditor's Office. An employee in this class performs various aspects of an election. Results affect the accuracy and reliability of the election process. Discretion and judgment are used in selecting the most appropriate guidelines, references and procedures. Situations to which existing guidelines cannot be applied are typically referred to an Elections Specialist.

**SERIES CONCEPT:** The Elections Clerk 1 classification is the first level of a two level series classification. It is distinguished from the Elections Clerk 2 classification by performing less complex work; decreased volume and utilizing less complex guidelines.

**Special Note:** The Elections Clerk 1 is typically a training position. During scheduled performance reviews of regular employees, Elections Clerk 1s will be evaluated to advance to a Elections Clerk 2. Upon successful completion of the competency checklist, incumbents may be eligible for progression to the Elections Clerk 2 level based on performance and operational needs at the discretion of the department.

### **ESSENTIAL FUNCTIONS**

- Registers new voters, updates voter addresses, and researches voter registration records.
- Provides customer service information at the front counter and over the telephone.
- Performs clerical responsibilities; type, file, answer the telephone, organize, maintain, and retrieve information from computer files, ensures correct grammar, spelling, punctuation, and capitalization.
- Receives fees associated with the election process. May determine fees according to fee schedule, prepares receipts and documents where fees are to be applied.
- Organizes and maintains computer and paper files. Retrieves information, files, documents, and records. Enters data information to computer files, records, or other related documents.
- Provides backup and works closely with other department employees.
- Assists in proofing election related material.
- Helps to process and mail ballots according to state regulations.
- Performs ballot processing activities.
- Prints ballots on demand.
- Maintains regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Works a flexible schedule, which may include evenings, weekends, holidays and overtime.
- Performs the physical requirements of the position; works within the established working conditions of the position.
- Meets travel requirements of the position.

### **OTHER JOB FUNCTIONS**

- May coordinate and oversee the activities of temporary extra-hire workers hired to assist with election activities.

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- Performs other job functions as assigned.

**SUPERVISION RECEIVED:** Direction may be received from an Elections Specialist. Supervision is received from the Election Supervisor and Elections Manager. Supervision is of a general nature, where completed work is reviewed for thoroughness, accuracy, timeliness, and compliance with regulations, policies, and procedures. Discretion and judgment are used in selecting the most appropriate guidelines, references, and procedures. Situations to which existing guidelines cannot be applied are typically referred to an Election Specialist.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Elections Clerk 1 works in an office environment and/or in the field on a regular basis. Due to the nature of the work, the incumbent may be exposed to situations of a highly emotional nature; incumbents are expected to use verbal skills to independently resolve interpersonal situations to achieve desired results. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Work is subject to frequent interruptions, angry or volatile customers and occasional above average office noise. Frequent alternating from a seated to a standing position throughout the day is required.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, extended standing, bending/stooping, pushing/pulling, overhead lifting, and minimal unassisted lifting up to 35 lbs. associated with the job duties is required. Travel to various work sites throughout the region is required; public transportation may not be available to all locations required.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- General office policies, procedures, and tasks, including clerical duties.
- Spelling, punctuation and other rules of grammar.

#### **Skill in:**

- Organizing, prioritizing and managing multiple tasks with unlimited interruptions.
- Operate personal computers, office software and other related office equipment.
- Proficiency using Microsoft Word, Excel and PowerPoint.

#### **Ability to:**

- Maintain accurate files and pay close attention to detail.
- Data entry at an acceptable level of proficiency as required by the position.
- Work with the public and maintain composure while working under stressful conditions and tight time constraints.
- Establish and maintain effective working relations with co-workers, public and private officials, and the general public.
- Communicate effectively, verbally and in writing, to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Understand and follow written and verbal instructions.
- Effectively perform and complete multiple duties and assignments concurrently and in a timely manner.
- Physically perform the essential job functions of the classification.

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- Meet the travel requirements of the position, if any.

**MINIMUM REQUIREMENTS TO APPLY:** One year of general clerical experience required. Experience working in an Elections Division preferred. Additional education may be substituted equally for the recruiting requirements.

#### **SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:**

A valid Washington State driver's license may be required when travel is required of the position. Employees in the class may be limited as to vacation during the primary and general election season and will be required to work extended hours, on-call, or alternate hours during an election cycle.