

COUNTY OF SOLANO
CLASS DESCRIPTION, 1999

ELECTIONS CLERK (Extra Help)

DEFINITION

Under close supervision, performs a variety of routine clerical work in support of County election practices; receives and processes information relevant to County elections and voter registration; performs related work as required.

CLASS CHARACTERISTICS

This extra help class is characterized by its seasonal utilization by the Registrar of Voters' office. Incumbents must possess basic clerical skills, and have the responsibility to perform clerical tasks and to apply general knowledge regarding elections and voter registration. Incumbents work within a framework of established procedures and are expected to perform clerical tasks with general instructions and assistance. The job requires the straightforward application of readily understood rules and procedures. Incumbents may have routine contact with the public, both in person and on the telephone, and are required to answer procedural questions and give out factual information. The Elections Clerk is distinguished from the Elections Technician I by the routine nature of the general clerical office support performed. Job duties can be learned from simple multi-step instructions or demonstrations of moderate repetition.

EXAMPLES OF DUTIES

Depending on assignment, duties may include, but are not limited to the following:

1. Prepares, sorts, searches for and/or files materials, correspondence or forms; may maintain established files, manuals, or indices in accordance with prescribed filing system procedures; searches for materials through use of indices; locates missing materials by conducting a file search; processes outgoing mail.
2. Receives calls and walk-in inquiries requesting information or assistance regarding assigned department program for forms. Directs callers to appropriate individual and/or offices; provides public, employees and other officials with general procedural or basic program information; may perform client/case intake activities.
3. Maintains routine manual and/or automated information systems; maintains records by transferring data, calculating totals and subtotals or assigning file codes; sorts items based on material/document content; maintains logs.

4. Copies, compiles, collates, transcribes, files or posts data and/or information following a schema or plan for the purpose of recording, referencing, or reporting information for work assignments.
5. Types lists, cards, addresses, labels, forms, routine reports, or correspondence from handwritten or typed copy; may proofread materials for completeness and/or spelling, grammatical, or punctuation accuracy. Under direction, make revisions as necessary.
6. Retrieves information from County files and documentation; verifies accuracy of the information; performs research to identify needed documents or to verify receipt of documents.
7. Receives, time stamps, routes, and/or distributes materials in accordance with prescribed methods; packs or unpacks materials.
8. Operates a variety of office equipment, such as photocopiers, word/data processors, and shredders.
9. Performs data entries into specialized computer systems used to track and log various County records, activities and programs; retrieves information from these specialized computer systems upon request.

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

High school diploma or GED preferred, supplemented by three (3) months full-time work experience performing clerical tasks that demonstrates possession of and competency in the requisite knowledge and abilities.

KNOWLEDGE/ABILITIES

Working knowledge of office methods, procedures and techniques; manual and automated filing systems; office equipment operation; business correspondence; record-keeping practices; correct English usage; standard operating policies, procedures and administrative structure.

Ability to apply rules, regulations, policies and procedures applicable to clerical assignment; understand and apply written and verbal instructions; convey information to others; proofread names, numbers, codes and symbols; sort alphabetically and numerically; search information storage systems to locate information; update information storage systems based on established procedures or specific instructions; recall detailed information; operate a multi-line telephone, word/data processing equipment, copiers, shredders and other such equipment used in clerical support activities; read and comprehend equipment operating instructions; solve problems of a routine nature encountered in the course of work by choosing between procedural

alternatives; accurately transfer information from one source to another; maintain records, logs and indices; extract specific information from records or reports; answer the phone and take messages; make routine arithmetical calculations; organize and prioritize work assignments; make decisions; communicate effectively with people of diverse socio-economic backgrounds and temperaments; establish and maintain cooperative working relationships; maintain confidentiality of information.

SPECIAL REQUIREMENTS

None.

SUPPLEMENTAL INFORMATION

Incumbents in this class must have the ability to learn specific knowledge related to the Registrar of Voters' office.

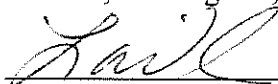
Recruiting requirements may be set to test typing or data entry speed; however, these skills are not the primary areas to be measured in the selection process.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5 – 10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

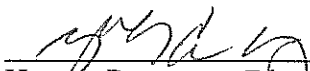
Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communication abilities.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.



Department Head

Date 11/4/99



Human Resources Director

Date 11/5/99

Solano County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Solano County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

