

ELECTIONS AIDE

Job Code	Pay Grade
09100	CL6

Nature of Work

This is advanced clerical work in the automated office environment of the Supervisor of Elections assisting in the implementation of an Outreach Voter Registration and Education Program. Employees have a high degree of public contact which requires knowledge of electoral process laws, rules, regulations, policies and procedures, and skills for promoting public awareness of voter registration through involvement in public service and school programs. Duties performed require independent judgment to resolve routine work problems. Difficult or unusual issues are referred to supervision for resolution. Employees may assist in Absentee Ballot processing and operation of ballot tabulation equipment. The employee reports to a supervisor or designee.

Minimum Qualification Requirements

- 2 years clerical experience in public contact work which provided a working knowledge of government services; or
- Associate's degree in administration, public relations or technical school training diploma or certification in a related field that provides technical or administrative knowledge related to government services; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Knowledge of the geography of Pinellas County.
- Ability to work evenings and weekends during periods of peak activity.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively after a candidate meets the minimum qualifications to an in-line career ladder position (such as Senior Office Specialist) within the same organization or department.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Registers voters, makes correct registration records, and issues or replaces voter identification cards.
- Responds to customer needs in person and on the telephone, and files records.
- Scans, indexes, and retrieves voter signatures, utilizing a computerized system; retrieves individual registered voter statistics from computer database.
- Assists with incoming mail processing, mass mailings, calculates postage and affixes stamps.
- Issues absentee ballots; assists with tabulation of election ballots.
- May train, supervise, and verify data entries logged by temporary personnel.
- Posts changes to registered voter master files, including deletions.
- May assist with voter registration/awareness outreach programs and related school system programs.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of business English, spelling, and arithmetic.
- Knowledge of current office procedures, practices, and equipment.
- Ability to acquire a basic knowledge of federal, state and local election laws.
- Ability to learn the geographical, political districts of Pinellas County, pertaining to federal, state and local elections.
- Ability to understand and follow oral and written instructions.

ELECTIONS AIDE (continued)

Job Code	Pay Grade
09100	CL6

Knowledge, Skills, and Abilities (continued)

- Ability to apply basic computer applications and software.
- Skill in data entry and ability to work from a variety of source documents, at a reasonable rate of speed.
- Ability to tactfully deliver accurate and understandable information to the public, in response to inquiries or complaints.
- Ability to provide information correctly and concisely, orally and in writing.

For official use only

Revised	EEOC Code	Overtime Code
6/12	Administrative Support	Classified