



## City of Pittsfield *Job Description*

<b>Position Title:</b>	<b>Assistant Clerk of Registrations and Elections</b>	<b>Grade Level:</b>	<b>Exempt 02</b>
<b>Department:</b>	<b>Office of the City Clerk</b>	<b>Union/Non-Union:</b>	<b>Non-union</b>
<b>Reports to:</b>	<b>City Clerk</b>	<b>Date Prepared:</b>	<b>11/20/2017</b>

### **Job purpose**

The Assistant Clerk of Registrations and Elections maintains City records including but not limited to census data, voter registration, and vital records. Work responsibilities require specialized and in-depth knowledge of the department's work methods and procedures. Work performed is complex and requires further investigation before a decision can be reached. This is a senior administrative position that provides day-to-day guidance and mentoring to other clerical staff. The employee may periodically and incidentally provide input into hiring, performance feedback, scheduling time off and disciplining. The position has significant impact affecting the work of others both within and outside the department. Potential impact includes violating state and federal laws, monetary loss, waste of materials, failure to meet deadlines, or broad customer dissatisfaction with the department's services on a short-term basis.

### **Duties and responsibilities**

1. Process absentee ballot applications and absentee ballots.
2. Certify signatures on nomination papers and petitions for State and Local officials.
3. Prepare voter lists and street lists; Prepare and maintain annual census information.
4. Coordinate volunteers to assist with the opening and sorting of census records received.
5. Test working order of voting machines.
6. Assist in the preparation of conducting elections; Hold voter registration sessions; prepare voters' lists; provide information to voters; provide information to election workers; Update post-election voter information.
7. Distribute voter information to candidates and the public as needed.
8. Perform office procedures required by statute for annual census, voter registration and election procedures.
9. Provides back-up to other positions within the City Clerk's office (Registrar, Elections, and Vital Records and Statistics, etc)
10. Compose, type and record standard forms and correspondence related to the office's activities.
11. Helps resolve customer/constituent issues and complaints
12. Performs other similar and related duties as needed or required by Department Head

## Qualifications

1. High School diploma or equivalent; Associate's degree highly desirable.
2. Three years of related municipal experience is preferred; or any equivalent combination of education and experience.
3. Requires broad knowledge of federal and state laws that govern municipal administration, elections, voter registration, and records management.
4. Experience with various software programs unique to the position/department, as well as Microsoft Office; Requires skill in using software features such as mail merges, applying formulas, and formatting.
5. Ability to interact with people on an up-beat and friendly basis, regardless of circumstances
6. Possess a high degree of attention to detail and accuracy; have excellent oral and written communication skills; strong interpersonal skills;
7. Must be highly organized and have the ability to work in a fast-paced environment; possess a professional and courteous demeanor, be highly motivated with the ability to work independently and in cooperation with co-workers; possess a willingness to learn and to problem solve.

## Working conditions

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This is an office-based job in a dynamic municipal building with normal to heavy foot traffic. While performing the duties of the Assistant Clerk, the incumbent is required to: interact and communicate frequently with the public, government officials, other staff members and boards, and/or third parties transacting business with the City; the position requires good vision to prepare reports and good hearing for telephone and in-person communication.

## Physical requirements

The incumbent is required to operate standard office equipment including computers and keyboards at efficient speed; and move throughout the municipal office/building. Incumbent may also be required to lift/move/push/pull/operate other objects such as cases and bags of ballots, and other machines and equipment unique to the role of Assistant Clerk or the Department. Lifts/moves objects weighing up to 70 pounds.

## Direct reports

May incidentally supervise other employees at a similar or lower grade.

<b>Approved by:</b>	<i>Michael J. Taylor</i>
<b>Date approved:</b>	<i>November 20, 2017</i>
<b>Reviewed:</b>	<i>November 20, 2017</i>