

8/10/2016 JP

9/27/2016 JP



37.5 Hrs.	Clerk – Elections / Temporary		Job Description
Direct Report	Town Clerk	Grade	B \$35,071 - \$43,606
Department	Administrative Services	FLSA	Non-Exempt
Division	Town Clerks Office	Bargaining Unit	Non- Union
Date	August 2016	Location	Town Hall

Summary

This position will be responsible for processing all Absentee and Early Voting Ballots; this includes but is not limited to accepting applications, processing within the VRIS system, answering voters questions both in person and over the phone, filing all Ballots and preparing for Election day.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Perform administrative functions providing customer assistance, bookkeeping, data processing
2. Provide information and respond to questions and inquiries from voters, directs person or routes caller to the appropriate individual or department as needed
3. Processes absentee Ballot applications in a timely manner
4. Processes mail in applications for absentee and early voting ballots
5. Compose, type, and edit a variety of correspondence and reports as required by the Secretary of Commonwealth
6. Inputs data to several databases specifically using Excel spreadsheets

Peripheral Duties

1. None

Supervisory Responsibility

Generally none but may help with supervising election workers in polling place located in Town Hall during early voting period.

Competencies

Personal Effectiveness	Credibility / Confidentiality	Thoroughness & Attention to Detail
Communication Proficiency	Technical Knowledge	Customer Service
Discernment/Judgment	Adaptability	Problem-Solving
Research		

Work Environment

Work is performed in an office environment. The noise level is usually moderately quiet but may become loud during peak times.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Hours

This is a temporary full time position with typical 37.5 hours per week, 7:30 AM to 5:30 PM Monday, Wednesday and Thursday 7:30 AM to 7:00 PM Tuesday. Additional hours may be required during peak voting periods.



Clerk, Elections - Temporary

Minimum Qualifications

1. Graduation from high school or GED equivalent, with specialized course work in general office practices such as typing, accounting/bookkeeping, or data processing; and
2. Two (2) years of increasingly responsible, related experience; or
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Special Requirements

None.

Additional Knowledge, Skills and Abilities

1. Working knowledge of modern office practices and procedures;
2. Excellent customer service skills;
3. Excellent organizational and multi-tasking skills; ability to work under pressure and with frequent interruptions;
4. Ability to communicate effectively, orally and in writing;
5. Working knowledge of computerized records management techniques;
6. Ability to establish effective working relationships with supervisors, employees, other governmental agency representatives, Town officials, , and the general public;
7. Skill in the operation of computers and assigned software, including Microsoft Office and VRIS System
8. Skill in the operation of all required tools and equipment, including copier, fax, scanner, postage machine, and other office equipment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the Town of Reading within the scope of departmental needs.

Signatures

This job description has been approved by all levels of management:

Town Manager: _____ HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____