

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: ELECTION SPECIALIST
DEPARTMENT: CITY CLERK
REPORTS TO: CITY CLERK

DATE: 10/24

JOB SUMMARY

Provides professional support to the City Clerk and assists with duties relative to the administration of elections held within the City of Concord in accordance with New Hampshire State statutes and Federal laws.

ESSENTIAL JOB FUNCTIONS:

Reviews and analyzes State and Federal election policies, procedures, rules, regulations and laws to assist in establishing and maintaining department policies and procedures to achieve goals and objectives of election integrity, security and accessibility.

Assists the City Clerk with post-election report in accordance with State RSAs

Assists with the recruitment, training and retention of election officials, poll workers and staff including the preparation of various election related supplies and manuals to be maintained in both electronic and papers copies.

Assists with inventory of and access to election supplies and equipment.

Assists in the coordination and direction of staff's election related activities including seasonal election workers.

Assists with planning and scheduling election activities for the ensuing calendar year in compliance with all constitutional and statutory guidelines.

Organizes Supervisor of the Checklist sessions to be held at all municipal polling locations at least quarterly to ensure the voter checklist remains current in accordance with State RSAs.

Assists with the maintenance of the New Hampshire Voter Registration System and ensures voter files are maintained in accordance with various policies, procedures and State RSAs.

Assists with the preparation, printing and distribution of voter checklists.

Assists with the management of ballots for all elections held within the City of Concord including but not limited to the receipt, verification, issuance, distribution and retention of ballots.

Assists with the testing of ballot counting devices, including one4all accessible devices, to be used for all elections within the City of Concord.

Coordinates with various municipal departments to ensure the City's polling locations comply with State RSAs and Federal laws.

Reviews and analyzes pending legislation specific to tasks within the Clerk's Office.

Coordinates routine voter registration fairs at various locations throughout the City including but

not limited to nursing homes, the Homeless Resource Center, NH State Hospital and schools.

Assists with the management of the City's political candidate and ward official databases, including issuance and follow-up of financial filing forms and oaths of office.

Prepares and publishes legal notices for election and voter registration activities.

Assists the City Clerk in the preparation and administration of the election budget. Monitors expenditures and balances throughout the fiscal year.

Processes accounts payable, purchase requisitions and payment vouchers; interacts with vendors regarding supplies and equipment specific to election needs.

Processes election official and poll worker payroll in follow-up to each election held within the City.

Researches potential improvements to the voting process as well as customer inquiries.

Assists with records retention duties specific to elections within the Clerk's Office.

Attends meetings, conferences, and workshops to remain current on local, state, and federal laws.

Serves as back-up to the Deputy City Clerk and Administrative Assistants as needed.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal	Ballot Counting Devices	Cash Register
Calculator/Adding Machine	General Office Equipment	Copier
Fax Machine	Typewriter	Laminator

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree from an accredited two-year institution in Office Management, Business Management, or a related field; five years of progressively responsible experience, at least one year of which includes interaction with high level officials and managers; or, any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Notary public (preferred).

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Administrative policies and procedures pertaining to city government. Standard budget preparation and presentation requirements.

Business letter writing; standard clerical techniques; and the operation of standard office equipment, including a word processor and personal or online computer.

Effective verbal and written communication including correct English usage, spelling, grammar, punctuation and vocabulary.

Standard business arithmetic, including percentages and decimals.

Record keeping, report preparation, filing methods and records management techniques, including electronic files.

Techniques of effective time management.

Microsoft Office programs.

Skill in:

Effective verbal and written communication including correct English usage, spelling, grammar, punctuation and vocabulary.

Using tact, discretion, initiative and independent judgement within established guidelines.

Dealing courteously and diplomatically with those served by the department.

Organizing work, setting priorities, meeting critical deadlines and following up on assignments with minimal direction.

Applying logical thinking to solve problems or accomplish tasks and to understand, interpret and communicate complicated policies, procedures and protocols.

Compiling, composing and maintaining clear and concise reports, correspondence and other written materials.

Accurately proofreading copy with accompanying knowledge of grammar, punctuation and spelling.

Organizing, processing and maintaining information and documents in an orderly fashion.

Mental and Physical Abilities to:

Maintain a high degree of confidentiality and accuracy.

Establish and maintain effective working relationships with other employees, elected officials and the general public.

Read and interpret documents such as State RSAs, federal laws, operation and maintenance instructions, procedure manuals, etc.

Work under pressure sometimes in stressful situations.

Handle situations in which others may be angry or argumentative.

Organize and compile information into a logical and sequential format.

Understand and carry out moderately complex written and oral instructions.

Perform duties while intermittently sitting, standing or stooping.

Occasionally lift light to moderately heavy objects.

Working Conditions:

Work is performed in a normal and sometimes hectic office environment as well as storage areas and vaults. Some work areas may result in exposure to dust and dirt.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.