

Class Title: Election Assistant IV

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Acts as the Records Manager for the Department of Elections, responsible for maintaining voter registration records for all registered voters in the City of Norfolk as well as, the cumulative election records retained in accordance with State and Federal laws. The incumbent instructs and supervises full and part-time Election Assistants in processing all voter registration transactions in the Virginia Voter Registration Computer System (VVRS). Responsible for the administration of all financial transactions for the Department of Elections and assists the Deputy Registrar in the administration of elections with administrative duties and responsibilities.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Supervises the data entry of all voter registration applications and transactions. Reviews work for accuracy and resolves voter registration problems. Manages and coordinates the distribution of work assignments. Evaluates staff performance and monitors productivity levels. Coordinates correspondence with voters. Determines voter eligibility and notifies applicants of ineligibility. Audits reports from the State Board of Elections. Monitors all Department records for retention in compliance with State and Federal election laws. Tracks records for retention and certifies the destruction of records as required by State and Federal law.
2	S	Responsible for the preparation and maintenance of all financial, payroll and leave documents for the department. Reviews vendor invoices for accuracy and prepares payment documents. Prepares the Department’s annual budget submission using the City’s budget preparation software.
3	S	Provides training for staff members in the operation of the Virginia Voter Registration System (VVRS). Functions as the City’s VVRS liaison with the State Board of Elections. Maintains the department’s website. Monitors the supply inventory and prepares necessary purchase requests. Provides instruction to the staff on procedural changes pursuant to revisions in the Federal and State voter registration laws and policies. Assists the Deputy Registrar with administrative duties.
4	S	Assists the Deputy Registrar in administering the Absentee Voting program to comply with State and Federal absentee voting laws. Responsible for the maintenance and retention of all Election records and the maintenance of all VVRS data files. Prepares rosters containing the names of all eligible voters for use at the polls on Election Day. Responsible for returning all official election documents to the State Board of Elections. Assumes the duties and responsibilities of the Deputy Registrar when necessary.

CSC Adopted: CSC Revised: June 2015

CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally obtained through two years of college, an Associate’s degree or equivalent experience.
Experiences	Over 2 years’ experience in Management, Finance, or Records Management
Certifications and Other Requirements	Valid Driver’s License may be required depending on assignment. Intermediate Computer Skills
Reading	Requires the ability to read and comprehend voter registration applications, absentee ballot applications, election laws, written procedures, various reports, and other correspondence.
Math	Work requires the preparation of staff records, cash receipts, invoice payment documents and payroll. Must be able to interpret Election Results, Voter Registration Statistics, and Census data.
Writing	Work requires the ability to write general correspondence, reports, and training instructions.
Managerial	Managerial responsibilities include planning and supervising the work flow for all voter registration transactions, training new employees on the VVRS, voter registration procedures and implementing new procedures for the Voter Registration process
Budget Responsibility	N/A
Supervisory / Organizational Control	Supervises the direction of full and part-time Election Assistants as they perform voter registration duties and transactions.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work also requires the exercise of independent thinking within the limits of policies, standards and precedents as they relate to voter registration and election administration
Interpersonal / Human Relations Skills	Has contact with others within the organization to include other City departments involved in decision making, providing approval and technical assistance. Works with individuals from the State Board of Elections and peer organizations as wells as vendors and suppliers.

CSC Adopted: CSC Revised: June 2015

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, access supply cabinet, filing, supervision, customer service, training
Sitting	F	Computer, desk work, meetings, answering telephone
Walking	F	Inter-office, to/from office equipment, while supervising, training or customer service
Lifting	O	Office supplies, boxes, packing materials
Carrying	O	Office supplies, boxes, packing materials
Pushing/Pulling	O	Boxes, packing materials
Reaching	O	Boxes, packing materials
Handling	F	Office supplies, boxes, packing materials
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	O	Retrieval of files
Crouching	O	Retrieval of supplies
Crawling	N	
Bending	O	Retrieval of supplies
Twisting	N	
Climbing	O	Retrieval of supplies, ballots
Balancing	N	
Vision	C	Computer, desk work, supervising, customer service, reading election law/printed materials, writing, filing
Hearing	C	Telephone, co-workers, supervising, customers, training classes
Talking	C	Telephone, co-workers, supervising, customers
Foot Controls	N	
Other (specify)	N	

CSC Adopted: CSC Revised: June 2015

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, printer, fax machine, copy machine, telephone, calculator, Standard Microsoft Windows and Office software, QuickBooks

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	N
Other (see 3 below)	N

- (3)