

CSC Adopted: September 2001, CSC Revised: September 2015

Class Title: Election Assistant II

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Serves as the Election Coordinator, by acting as a liaison between the Norfolk Electoral Board and the Officers of Election. Protects the integrity of the democratic process in Norfolk. Maintains accurate voter records and administers elections in accordance with state and federal election laws. Shares in the duties of the voter registration and election workload. Serves as an information resource to the citizens of Norfolk regarding elected officials, voter registration and election services.

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	Serves as the Officer of Election Coordinator on behalf of the Norfolk Electoral Board. Maintains the official Officer of Election database. Recruits citizens to serve as Officers of Election; attends Civic Leagues, PTA, and other community meetings to educate citizens; manages Election Interns Program during Presidential Elections; presents appointment recommendations to the Board; makes Election Day assignment recommendations for polling place officers; sends appointment and assignment correspondence and tracking response forms; evaluates Election Day performance using Board evaluation forms and feedback received from the Chief Officer of each precinct; prepares Election Day payroll.
2	S	Provides customer service by helping citizens register to vote; educating voters on their rights and responsibilities under the law; issuing voter certifications; directing voters to their correct polling location; clarifying election laws and regulations; explaining Norfolk’s Ward system and the overlaying election districts; assisting voters with information on applying for and voting an absentee ballot; and providing support to voters with special needs.
3	S	Provides election administration support service in preparation for all General, Primary and Special Elections. Provides support services for the Absentee Voting Precinct. Coordinates absentee ballot voting process by providing an application; reviewing the application for completeness; confirming the registration status of the voter; issuing the appropriate ballot style; and serving as the voter’s witness once the voter has voted. In large elections, requests for absentee ballots can number in the thousands. Provides support services when absentee ballots are requested by mail. Participates in annual file audit.
4	S	Other duties include: packing absentee paper ballots; assisting with equipment programming and testing for the Absentee Precinct; preparing Election Day forms, supplies, envelopes and other materials; packing Election Day materials and forms for precincts into cases, forms bags and electronics bags; assisting with Election Training Classes; ensuring that all voted ballots, documents, and memory cards are properly secured as required by Virginia Election Laws; participating in preparation of the official election certification documents for the State Board of Elections; and unpacking and properly storing all supplies, materials and equipment returned by each precinct.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Level of knowledge equivalent to less than high school or equivalency.
Experience	One year of experience.
Certifications and Other Requirements	Valid Driver's License may be required depending on assignment. Public Speaking skills
Reading	Work requires the ability to read voter registration applications, absentee ballot
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write memorandums, notes, and letters.
Managerial	Managerial responsibilities for planning and coordinating voter registration
Budget Responsibility	N/A
Supervisory / Organizational Control	Supervises part-time election assistants.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts Community groups and organizations to coordinate Voter Registration Drives and works with members of peer organizations. Represents the Department at community meetings.

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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, filing, customer service
Sitting	F	Computer, desk work, answering telephone, meetings
Walking	F	To/from office equipment, to/from meetings
Lifting	O	Office supplies, files, manuals, binders, office equipment
Carrying	O	Office supplies, files, manuals, binders
Pushing/Pulling	N	
Reaching	O	Filing in cabinet drawer
Handling	C	Office supplies, files, manuals, binders, voter certificates, voter registration records
Fine Dexterity	O	Computer keyboard, calculator, writing
Kneeling	O	Filing in cabinet drawer, retrieval of office supplies
Crouching	O	Filing in cabinet drawer, retrieval of office supplies
Crawling	N	
Bending	F	Filing in cabinet drawer, retrieval of office supplies
Twisting	O	Filing in cabinet drawer, retrieval of office supplies
Climbing	O	Stairs
Balancing	N	
Vision	C	Computer, desk work, reading, filing, operation of office equipment
Hearing	C	Telephone, co-workers, supervisor, citizens, meetings
Talking	F	Telephone, co-workers, supervisor, citizens
Foot Controls	N	
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, laser or inkjet printer, copy machine, fax machine, telephone, typewriter, PC-VA voter registration system

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	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	R
Working Closely with Others as Part of a Team	R
Tedious or Exacting Work	R
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)