

CSC Adopted: September 2001, CSC Revised: September 2015

Class Title: Election Assistant III

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Serves as the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) Coordinator and as the Community Voter Outreach Coordinator. 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. Assumes the supervisory duties and responsibilities of the Election Assistant IV when necessary.

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 UOCAVA Coordinator. Responsible for all absentee applications received from military and overseas citizens. Determines the status and qualification of voters; corresponds with the voter if it is determined he or she is not qualified; processes accepted applications in VERIS; issuing ballots; tracking; and filing applications for retention due to multiple elections. Participates in annual file audit.
2	S	Serves as the Community Voter Outreach Coordinator, organizing voter outreach activities and conducting training sessions; scheduling and overseeing voter outreach activities; monitoring voter registration drives to ensure activities are completed in accordance with state and federal laws; representing the Office of Elections at community events; presenting voter outreach information; and administering the student registration programs for local universities and colleges.
3	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.
4	S	Provides election administration support service in preparation for all General, Primary and Special Elections. Provides an application; reviews the application for completeness; confirms the registration status of the voter; issues the appropriate ballot style; and serves as the voter’s witness once the voter has voted. Also provides support services when absentee ballots are requested by mail.

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Physical Strength Code	ESSENTIAL FUNCTIONS
5 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.

CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is generally obtained through graduation from High School.
Experience	Over one year in general office administration or management.
Certifications and Other Requirements	Valid Driver’s License may be required depending on assignment. Basic Micro-computing skills, Public Speaking, Mediation skills preferred
Reading	Requires the ability to read and comprehend voter registration applications
Math	Work requires the ability to perform general math calculations to prepare Election Day payroll reports.
Writing	Work requires ability to write and edit letters, flyers, and newsletters.
Managerial	Managerial responsibilities for planning and coordinating the assignment of
Budget Responsibility	Not rated.
Supervisory / Organizational Control	Establishes work objectives in the absence of the Sr. Election Assistant.
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 Election officials to coordinate Election Day assignments 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)