

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Part-Time Election Assistant I
Department: Elections
Revised : March 2023

Class : Administrative Support
FLSA: Non-exempt

This job description supersedes any prior description for the Election Assistant I classification.

GENERAL DESCRIPTION

General clerical work requiring knowledge of office practices and procedures and the ability to communicate effectively with the public. Supervision is received from an administrative superior who reviews work through periodic conferences and analysis of work completed.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Types and proofreads a variety of reports, letters, memos, and documents.

Greets the public; screens office and telephone callers; answers questions regarding departmental programs and procedures.

Receives and routes mail to the appropriate individuals and departments.

Organizes and maintains filing systems.

Process voters and complete essential tasks at a one-stop early voting site.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of office practices and procedures.

Ability to arrange, place, and file records and reports into a proper sequence.

Ability to type with accuracy; ability to recognize and correct spelling and typing errors.

Ability to effectively communicate with voters and election assistants; to be tactful and courteous and to use decorum in projecting a favorable public image.

Ability to follow oral and written instructions and procedures.

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Ability to gather and give basic information and instructions regarding departmental programs based upon inquiries.

Ability to work in a fast paced/long hours environment.

Ability to maintain effective working relationships with other employees and the general public.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 20 lbs or less. Work includes extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse conditions or hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school or high school equivalency; general clerical or secretarial experience preferred. A valid driver's license may be required dependent upon the department assigned to and the specific job responsibilities of the position. Must attend training conducted by the Board of Elections staff, prior to each election.

**This job description does not create an employment contract,
implied or otherwise.**