

FAIRFIELD COUNTY, SOUTH CAROLINA**JOB TITLE: ADMINISTRATIVE ASSISTANT
REGISTRATION AND ELECTIONS DEPARTMENT****SPECIFIC STATEMENT OF JOB**

Under general supervision, performs routine clerical work in support of voter registration operations. Provides information and data to the general public about voting procedures, laws, rules, and regulations. Performs related clerical work as required. Reports to the Director of Registration.

ESSENTIAL JOB FUNCTIONS

Serves as Clerk to the Director and the Registration and Election Board. Prepares agendas, takes minutes, distributes, schedules meetings, etc.

Processes applications for absentee registration and absentee ballots.

Compiles and maintains election files and sample ballot folders for all elections.

Prepares vote-count sheets and absentee tally sheets for official count and certification of all elections.

Assists in scheduling elections for municipalities, special elections, service districts and schools.

Handles bookkeeping for all elections.

Prepares election calendar with all dates indicated; prepares notices of elections for the newspapers.

Orders election lists and other related materials from the State Election Commission.

Assists in processing applications and registering voters; prepares emerging ballots for printers; assists with sample ballots, etc. Receives, reviews and processes voter registration forms; ensures voter is placed in proper voting precinct and district.

Distributes and processes ethics forms and statement of intention of candidacy to all petition candidates.

Enters voter information into computer database on-line with the State.

Prepares and distributes voter registration cards.

Receives and responds to public inquiries, requests for assistance, etc.

Answers the telephone; provides accurate information and/or forwards calls to appropriate staff person.

Performs other general clerical work as required, including copying and filing documents, entering and retrieving computer data, assembling and collating materials, etc.

Prepares a variety of documents such as correspondence, calendars, expense bills, forms, memos, notices of elections, legal notices, absentee logs, etc.

Refers to policy and procedure manuals, rules, regulations, laws, notices, computer manuals, maps, etc.

Operates a variety of office equipment, including a computer, copier, typewriter, calculator, telephone, fax machine.

Uses clerical and computer supplies.

Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, other County personnel, candidates/potential candidates, town clerks, electors, poll managers, school personnel, voters, and the general public.

NON-ESSENTIAL JOB FUNCTIONS

Performs related duties as required.

Greets and assists office visitors.

EDUCATION, EXPERIENCE AND CERTIFICATION REQUIREMENTS

Requires a one year certificate or diploma from a technical school or college and three to six months clerical experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license.

SPECIAL REQUIREMENTS

Must obtain a State of South Carolina Election Commission Certification within the first year of hire.

ADA REQUISITES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements: Tasks involve the ability to exert very moderate physical effort in light work, typically involving stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 25 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving direction and instruction from supervisor.

Language Ability: Requires ability to read a variety of policies and procedures, computer / equipment manuals, etc. Requires the ability to prepare routine records and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations. Requires the ability to learn and understand principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational and cultural backgrounds.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies of the County as they pertain to the performance of duties of the Clerk, Registration and Elections. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has knowledge in the areas of election laws regarding registration and elections, voting procedures, poll managing, public interaction at polling locations, etc. Has knowledge of modern office practices and equipment. Is able to provide accurate information to voters and the public concerning elections and registrations. Is able to type accurately at a rate sufficient for the successful performance of assigned duties. Knows how to operate and maintain a variety of office equipment as necessary in the performance of daily activities. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has knowledge of basic mathematics. Is able to prepare routine records, reports and correspondence with accuracy and in a timely manner. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to use independent judgment in performing routine tasks. Is able to offer assistance to fellow employees as necessary. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Knows how to perform duties in a

courteous manner and with the utmost integrity in the best interest of the public. Is capable of working under stressful conditions on occasions. Knows how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.