

Jurisdictional Class: Competitive
Adopted: August 18, 2016
Revised: March 6, 2017

ELECTION INSPECTOR (Schools)

DISTINGUISHING FEATURES OF THE CLASS: This work involves routine clerical procedures. The incumbent provides the public with voter registration information and assists with voting procedures. This position requires the ability to communicate and deal with the public and officials in an effective manner. The incumbent is involved in physical tasks involving lifting, carrying, and/or pulling of furniture. This position does not involve supervision of other employees. Work is performed under the general supervision of a Senior Election Clerk or other administrative employee. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assist the public with general voting questions;
Demonstrates proper voting procedures;
Assist with the set up and the closing of polling places;
Assist with compiling data or simple statistical information;
Performs simple clerical duties, sorting and filing.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of Election Law;
Working knowledge of business arithmetic and English;
Ability to get along well with others;
Ability to lift, carry, push and/or pull furniture;
Ability to understand and follow oral and written instructions;
Ability to write legibly;
Clerical aptitude;
Confidentiality;
Accuracy.

MINIMUM QUALIFICATIONS: None

SPECIAL REQUIREMENT: Must be a Clinton County registered voter and undergo annual training conducted by the Board of Elections, in accordance with 3-400(6) and 3-412 of the New York State Election Law.