

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

ELECTIONS DEPUTY CLERK

FLSA STATUS:

NON-EXEMPT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform clerical work associated with voter registration and election activities. Duties and responsibilities include facilitating absentee voting, processing NVRA agency registrations, generating voter/election reports, processing voter registrations, updating registration records, researching discrepancies in information, assisting in conducting elections, providing general support to the Election Commission, processing documentation, and maintaining records. Reports to the Administrator of Elections.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Processes new voter registrations; updates voter registration records with address changes, name changes, or other current information.

Researches duplicate social security numbers, discrepancies, and other problems; communicates with state election office and other counties via telephone, mail, or e-mail to resolve issues involving duplicate social security numbers.

Assists in conducting elections; sets up and operates voting machines; assists with early voting activities.

Assist with external functions of coordinating community outreach event such as working with community organizations and city and county schools for recruiting and voter education purposes.

Coordinates the processing of National Voter Registration Act (NVRA) agency registrations; collects registrations from the Departments of Safety, Human Services, and other agencies.

Coordinates the locating and placing of addresses in proper precincts, wards, school and road board zones, State House of Representative, and Senate Districts; confers with GIS department, Planning department, and other counties for proper assignment of addresses in the system; verifies accuracy of information and researches discrepancies in the system regularly.

Operates statewide computer system to transfer data, run reports, receive/send information within the state, and process reports upon receipt of information.

Coordinates with representatives from Rutherford County Jail, Workhouse, and nursing homes; obtains and verifies lists of eligible voters; prepares materials and schedules appointments to allow persons in these facilities the ability to vote.

Facilitates absentee voting by mail for elderly, disabled, and military; maintains databases for permanently disabled and military ballot requests; prepares and mails materials for absentee voting; records votes, runs reports, and presents to the Counting Board on election day.

Performs customer service functions in person, by telephone, and by mail; provides assistance and information related to elections, voter registration, candidate registration, and related activities, procedures, documentation, timetables, or other issues; responds to routine questions or complaints; initiates problem resolution.

Rutherford County, Tennessee • Elections Deputy Clerk

Assists in appointing and training poll workers; conducts election training schools for poll workers; processes payroll documentation for poll workers.

Assists with activities involving candidates and campaign financial information; processes candidate petitions, statement of interest forms, appointment of political treasurer reports, and financial disclosure reports; notifies candidates of campaign disclosure inspections; maintains records.

Maintains database and files of persons no longer eligible to vote in Rutherford County; purges the registration system of non-eligible voters as appropriate.

Prepares or completes various forms, reports, correspondence, lists, labels, notices, petitions, ballots, or other documents.

Receives various forms, reports, correspondence, voter registration cards, voter identification documentation, candidate petitions, disclosure reports, regulations, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, report processing, voter registration, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Performs various clerical tasks, which may include typing documents, making copies, sending/receiving faxes, distributing or opening incoming mail, processing outgoing mail, filing documentation, or maintaining departmental file system.

Assists in maintaining inventory of departmental supplies; assists in ensuring availability of adequate materials to conduct work activities; initiates requests for new/replacement items.

Completes work at assigned work station determined by supervisor.

Works hours as scheduled.

Communicates with supervisor, employees, poll workers, other departments, election officials, candidates, voters, the public, the media, state agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a current knowledge of election procedures and practices, departmental procedures, and other applicable laws or guidelines; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Answers telephone calls and greets visitors; ascertains nature of business; provides information and assistance; directs callers/visitors to appropriate personnel; records/relays messages; retrieves messages from voice mail; initiates and returns calls as necessary.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by two (2) years of previous experience involving clerical work, customer service, and personal computer operations; or any equivalent combination of education, and experience which provides the requisite knowledge, skills, and abilities for this job. One (1) year of experience training coworkers or customers is required. Must be proficient in Word, Excel, Power Point and Publisher. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

PHYSICAL DEMANDS ANALYSIS (non-election year)

1. STANDING AND WALKING

Tasks: Filing, voter outreach, warehouse, voting machine demos

Surface: carpet, concrete vinyl, ground, pavement and public contact

Estimated Total Hours: 7.5 **Maximum Continuous Time:** 1-3

2. SITTING

Tasks: Registration, clerical, public contact, computer operation, scissors

Estimated Total Hours: 7.5 +/- **Maximum Continuous Time:** 1-3 +/-

3. LIFTING/CARRYING

Objects: Mail trays, paper, voter registration

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X	X	X	
11-25 lbs		X	X	X	
26-50 lbs				X	

51-75 lbs					X
76-100 lbs					X
>100 lbs					X

4. PUSHING/PULLING

Objects: carts, vacuum cleaning, filing drawers
Height of hands above floor during push: 50 inches +/-

5. BENDING/SQUATTING/KNEELING

Tasks: Filing, retrieving files/registration cards, etc.
Frequency: Hourly to daily

6. REACHING

Tasks: Filing, data entry, clerical, computer operations
Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Left and right		Up to 7.5 hours daily	<5lbs
21-36"	Left and right	up 1-5		<5lbs

7. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>97</u> % of time
Outside	<u>3</u> % of time

8. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

9. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Intermittent/min
Grasp	X		Intermittent/hours
Fine Motor i.e: writing,	X		Intermittent/hours

twisting hands or wrist, etc			
------------------------------	--	--	--

PHYSICAL DEMANDS ANALYSIS (election year)

10. STANDING AND WALKING

Tasks: Filing, Training, set up early voting, voter registration

Surface: all

Estimated Total Hours: 14 Maximum Continuous Time: 2-4

11. SITTING

Tasks: Registration, phone, clerical

Estimated Total Hours: 10+ Maximum Continuous Time: 2-4

12. LIFTING/CARRYING

Objects: voting equipment, computer equipment, boxes, voting records

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs		X			
26-50 lbs				X	
51-75 lbs				X	
76-100 lbs				X	
>100 lbs					X

13. PUSHING/PULLING

Objects: cart, voting storage tables, elections storage tubs

Height of hands above floor during push: 24-42 inches

14. CLIMBING

Tasks: storage of voting supplies at warehouse

Device: portable ladder

Height: 10 feet

Frequency: as needed

15. BENDING/SQUATTING/KNEELING

Tasks: filing, storage

Frequency: daily

16. REACHING

Tasks: phones, filing, printers, papers

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	Daily		<10lbs
21-36"	All	Daily		<5lbs

17. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X

Hot Surfaces		X
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	97 % of time
Outside	3 % of time

18. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

19. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Constantly
Grasp	X		Constantly
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Constantly

Exemption Status Test (Administrative Employee)

~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:

1. Regularly receives a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed.

Yes

2. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?

No

3. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?

Yes

4. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

Yes



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date