

## **ELECTION CLERK III**

**GENERAL STATEMENT OF DUTIES:** Performs a variety of clerical duties concerned with the operations of the Board of Elections. Does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is clerical work of a largely routine nature performed under the direct supervision of the Commissioners of Elections and/or Deputy Commissioners of Elections and generally in accordance with prescribed routine. Partial supervision may be exercised over lower-level Election Clerks.

**TYPICAL WORK ACTIVITIES:**

Compiles election statistics and makes preliminary reports;  
Registers prospective voters;  
Draws and reads election maps;  
Sorts, indexes and files materials;  
Operates typewriter, adding and other office machines;  
Performs other clerical work as directed.

**MINIMUM QUALIFICATIONS:** Election Clerks are chosen to give equal representation to the two major political parties. They are appointed by and serve at the pleasure of the Board of Elections.