

ELECTION CLERK IV

GENERAL STATEMENT OF DUTIES: Performs a wide 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 generally routine nature performed under the general supervision of the Commissioners of Elections and/or Deputy Commissioners of Elections and generally in accordance with prescribed routine. Supervision may be exercised over Election Clerks I, II and III.

TYPICAL WORK ACTIVITIES:

Compiles election statistics and drafts reports;

Registers prospective voters;

Answers routine questions concerning election procedures, laws and regulations;

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.