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.

R.C.D.P. (05.01.1973) 07.27.2015 - Job specification may be subject to further revision Unclassified