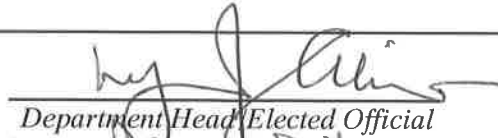



**DOÑA ANA COUNTY  
JOB DESCRIPTION**

<b>POSITION TITLE:</b> Registration Lead		<b>PAY GRADE:</b> B22	
<b>DEPARTMENT:</b> Clerk-BOE		<b>FLSA:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
<b>REPORTS TO:</b> Staff Coordinator		<b>LEAD:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>BARGAINING UNIT:</b> N/A		<b>SUPERVISOR:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<hr/>			
<b>APPROVED:</b> 		5/30/14	
<i>Department Head/Elected Official</i>		<i>Date</i>	
for 		6-10-14	
<i>Human Resources Director</i>		<i>Date</i>	

**I. PURPOSE SUMMARY.** This position oversees and works with at least three BOE Document Technicians to implement all projects and duties related to voter registration. These employees report directly to this person for specific tasks and guidance related to voter registration. It is the Lead's responsibility to share in the workload related to registration and perform other office data entry as assigned by the Staff Coordinator.

**II. ESSENTIAL DUTIES.**

- Enter registration cards (daily)
- Proof registration cards (daily)
- Scan & Batch registration cards (daily)
- File registration cards (daily)
- Cancel registrations due to relocation out of our jurisdiction
- Research and remove deceased registrations
- Research and remove duplicate registrations
- File undeliverable mail
- Research and identify felons in the voter registration database
- Archive monthly data
- Contact NVRA sites – Deliver and pickup registrations (weekly)
- Do NVRA Reports
- Setup and monitor 3<sup>rd</sup> Party Agents
- Manage election results statistics

**III. ADDITIONAL DUTIES.**

**A. Provides telephone and daily front counter assistance to the public.**

1. Answers questions and provides assistance with various documents specific to the department such as voter registrations, absentee ballots and ballot applications, provisional ballots, public service requests relating to requests for voter registration information (“PSR”) and election supplies.
2. Answers inquiries regarding departmental procedures personally or directs caller to an appropriate employee or office. Researches governing directives to answer questions and resolve routine problems encountered.
3. Takes information on reports of violations of state elections laws and directs them to authorized staff.

**B. Performs data entry.**

1. Enters data information onto and from various election-related documents.
2. Prepares and mails routine form letters of acknowledgment, notification, and inquiry.

**C. Maintains records and files.**

1. Organizes and maintains subject matter files and retrieves information, files, documents and records as needed and assures that records are kept orderly and current.
2. Copies and faxes documents as necessary.

**D.** Assists at early voter polling sites as needed.

**E.** Performs other related duties as assigned.

**IV. QUALIFICATIONS.**

**A. Education.** High school diploma or general education degree (GED).

**B. Experience.** One to two years of specialized experience or advanced education relevant to election procedures or two years of advanced and responsible administrative or responsible customer service.

**C. Education/Experience substitution.** In accordance with County policy.

**D. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Must pass background check; Bilingual (English/Spanish) skills preferred.

**1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:**

Knowledge of general office practices and procedures and use of office equipment; laws and changes dealing with election documents and records; local, state and federal codes and regulations pertinent to department assigned; proper methods to maintain accurate records.

Ability to read and comprehend simple instructions, short correspondence and memos, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers and other employees of the organization.

Ability to evaluate facts or situations to determine appropriate action, to handle sensitive and confidential matters professionally and tactfully, to deal with a culturally diverse population, and to establish and maintain effective and cooperative working relationships with others.

Skill in keyboarding supplemented by knowledge of standardized word processing software and peripheral equipment in order to create, copy, edit (make insertions or deletions or move material from one place to another), store, retrieve and print a variety of standardized documents using predetermined

formats, form letters and mailing lists. The work performed also includes the receipt or transmission of electronic mail and updating of electronic calendars.

**2. FREEDOM TO ACT.**

Recurring assignments are performed independently without specific instructions. Deviations, problems and unfamiliar situations are referred to the Staff Coordinator for decision or help. The supervisor assures finished work and methods used are technically accurate and in compliance with instructions or established procedures.

**3. GUIDELINES AND JUDGMENT.**

Specific, detailed guidelines covering all important aspects of the assignment are provided. The position works in strict adherence to the guidelines. Deviations must be authorized by the supervisor.

**4. PHYSICAL DEMANDS.**

The work is sedentary, typically requiring the employee to sit comfortably to do the work. There may be some walking, standing, bending, carrying of light items. Keyboarding and mousing are required during the majority of the entire shift.

**5. WORK ENVIRONMENT.**

The work area is adequately lighted, heated, and ventilated, and involves everyday risks or discomforts that require normal safety precautions and safe work practices.

**6. SUPERVISORY RESPONSIBILITY.**

The position is responsible for its own work. May perform limited lead worker responsibilities as assigned to train and guide entry-level new hires on processes.

**V. EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: \_\_\_\_\_  
*Employee* *Date*